



Grays Harbor Council of Governments - Founded in 1960

115 S. Wooding St.
Aberdeen, WA 98520

Voice
(360) 537-4386
Internet Address
<http://www.ghcog.org>

MEMBER ENTITIES:

City of Aberdeen
City of Cosmopolis
City of Elma
City of Hoquiam
City of McCleary
City of Montesano
City of Ocean Shores
City of Westport
Chehalis Tribe
Quinault Indian Nation
Grays Harbor County
Grays Harbor PUD
Grays Harbor Transit
Port of Grays Harbor
Timberland Regional Library

VICKI J. CUMMINGS
Executive Director

December 3, 2019

RE: **FY2020 EPA Brownfields Assessment Coalition Grant Application**

The Grays Harbor Council of Governments and its Coalition Members (the Cities of Westport, Elma, Cosmopolis, Hoquiam and Aberdeen) are pleased to submit this proposal for FY2020 Brownfields Assessment Coalition Grant funding. Below we provide the information requested.

1. Applicant Identification:

Grays Harbor Council of Governments
115 S Wooding Street, Aberdeen WA 98520

2. Funding Requested:

- (a) Assessment Grant Type: Coalition
- (b) Federal Funds Requested:
 - (i) Requested Amount: \$600,000
 - (ii) Site-specific Assessment Grant Waiver: *not applicable*
- (c) Contamination: \$450,000 Hazardous Substance and \$150,000 Petroleum

3. Location:

- (a) City: Westport, Elma, Cosmopolis, Hoquiam and Aberdeen
- (b) County: Grays Harbor
- (c) State: Washington

4. Property Information for Site-Specific Proposals: *not applicable*

5. Contacts:

- (a) Project Director:

Name: Vicki Cummings, Executive Director
Phone: (360) 537-4386 | Email: vcummings@ghcog.org
Mailing Address: 115 S Wooding Street, Aberdeen WA 98520
- (b) Chief Executive/Highest Ranking Elected Official:

Name: Jim Sorensen, Chairman
Phone: (360) 537-4386 | Email: mayor@cityofelma.com
Mailing Address: 115 S Wooding Street, Aberdeen WA 98520

6. Population:

- City of Westport: 2,057
- City of Elma: 3,047
- Cosmopolis: 1,593
- City of Hoquiam: 8,416
- City of Aberdeen: 16,281

7. Other Factors Checklist:

Other Factors	Page #
Community population is 10,000 or less.	4
Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	-
The priority brownfield site(s) is impacted by mine-scarred land.	-
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	1-3 <i>(Note: All priority sites/target areas in Westport, Cosmopolis, Hoquiam and Aberdeen are adjacent to waterbodies.)</i>
The priority brownfield site(s) is in a federally designated flood plain.	1 <i>(Note: All priority sites in the five target areas are located in a federally designated floodplain.)</i>
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or will incorporate energy efficiency measures.	3
30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.	-

8. Letter from the State or Tribal Environmental Authority: A letter of acknowledgement from the Washington State Department of Ecology is attached.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

November 22, 2019

Vicki Cummings, Executive Director
Grays Harbor Council of Governments
115 S Wooding Street
Aberdeen, WA 98520

Re: Ecology Support for the Grays Harbor Council of Governments' Application for a Coalition Assessment Grant

Dear Ms. Cummings:

I understand that the Grays Harbor Council of Governments (GHCOG) will submit an application to the U.S Environmental Protection Agency (EPA) for a Coalition Assessment Grant under the Fiscal Year 2020 Brownfields Program grant cycle. If awarded, GHCOG and their Coalition Partners, the Cities of Aberdeen, Hoquiam, Cosmopolis, Westport, and Elma, intend to use the funds for environmental assessments at properties within their jurisdictions. This assessment grant will build on previous investments by the Department of Ecology and GHCOG. This project will support EPA's efforts to put previously contaminated properties back into productive use.

As a requirement of the application, GHCOG has informed Ecology of their plans to apply for this coalition assessment grant. Ecology is very supportive of these efforts and this letter is provided to recognize that GHCOG has fulfilled their notification requirement. The Ecology point of contact for any of the potentially affected sites is Rebecca Lawson in Ecology's Southwest Regional Office. Her telephone number is (360) 407-6241. For questions regarding this letter or general Brownfields questions, please contact me at (509) 329-3436.

Sincerely,

A handwritten signature in blue ink that reads "Ali Furmall".

Ali Furmall
Small & Rural Communities Brownfields Specialist
WA State Department of Ecology

cc: Terri Griffith, EPA
Susan Morales, EPA
Richelle Perez, Ecology
Rebecca Lawson, Ecology

NARRATIVE PROPOSAL

1. PROJECT AREA DESCRIPTION & PLANS FOR REVITALIZATION:

1.a.i. Background & Description of Target Area: The Cities of Aberdeen, Hoquiam, Cosmopolis, Westport and Elma are the historical industrial and commercial centers of Grays Harbor County, Washington. The Cities were settled on the Pacific Coast of the Olympic Peninsula in the foothills of the Olympic National Forest. They are surrounded by Grays Harbor Bay – a Pacific Ocean estuary and National Wildlife Refuge. The County’s oldest city, Cosmopolis (“Cosi”), was home to the world’s first sawmill, established in the 1880s on the Chehalis River. Due to their access to dense forestlands, fishing resources and prime location along multiple waterways, Aberdeen, Hoquiam, Cosi and Westport became centers for sawmills, canneries and shipbuilding, while Elma leveraged its proximity to the state capital of Olympia to become a timber processing, agricultural and commercial center. Logging was the lifeblood of Grays Harbor and by the early 1900s, Aberdeen was known as the “Lumber Capital of the World.” The area flourished for decades, however, economic growth became more cyclical throughout the 20th Century. Today, the Cities are still struggling to navigate severe timber and fishing industry declines resulting from federal restrictions and competition from countries such as China.

In Fiscal Year 2017 (FY17), a Coalition led by the **Grays Harbor Council of Governments (COG)** that included Aberdeen, Hoquiam and Cosi, was awarded \$600K of EPA Brownfield Assessment Coalition Grant funding. Over the past two years the Coalition effectively utilized nearly all the FY17 funding to develop a successful Brownfield Redevelopment Program (BRP) inclusive of a diverse group of community stakeholders. In order to continue the momentum of the FY17 Grant and accomplish the community’s collective revitalization goals, the Coalition continues to rely on securing an array of EPA and other state/federal grants to fill funding gaps and fuel additional public-private partnerships. The success of the FY17 Grant generated interest in expanding the BRP to include other brownfield-burdened communities. In addition to the original Coalition members (the **Cities of Aberdeen, Hoquiam and Cosi**), as the lead applicant the COG has expanded the Coalition to include two additional communities (the **Cities of Westport and Elma**). These **five target areas** are home to a substantial number of vacant and underutilized (V/U) former industrial and commercial sites with a history of contamination and flood-damaged infrastructure. The Coalition will leverage the additional \$600K of EPA funding with proven strategies to revitalize catalyst brownfields and address the socioeconomic challenges.

1.a.ii. Description of Priority Brownfield Site(s): Brownfields in Grays Harbor are most heavily concentrated in the five target areas. These areas occupy only 8% of the County’s total land area, yet they include 48% of properties within the County that are listed in the Washington State Dept. of Ecology (Ecology) databases. Additionally, **all five target areas are located within federally designated floodplains and three include federally designated floodways**. The following table summarizes information from the Ecology, EPA, FEMA, and Grays Harbor County Assessor’s Office databases.

Data Type	TARGET AREAS/COMMUNITIES					Grays Harbor County
	Westport	Elma	Cosmopolis	Hoquiam	Aberdeen	
Total # of Acres	1,400	628	296	41,321	41,384	1,045,823
Ecology Databases (# sites : # parcels)	201 : 58	72 : 44	75 : 22	566 : 168	638 : 223	3,853 : 1,072
EPA FRS Records (# sites : # parcels)	58 : 33	47 : 39	26 : 22	160 : 117	244 : 178	1,123 : 898
RCRA Facilities	10	7	4	10	52	197
Federally Designated Floodplain	Yes	Yes*	Yes*	Yes	Yes*	Yes*
# of Suspected Brownfields	31	22	11	79	122	640

*Denotes area also has a federally designated floodway; RCRA = Resource Conservation and Recovery Act; FRS = Facility Registration System.

In support of this grant application, each Coalition partner identified a preliminary list of priority focus areas and sites:

(1) Westport: Located at the inlet to Grays Harbor Bay, the City’s downtown corridor, **Westhaven Drive**, was once a thriving industrial and commercial center for shipbuilding, fish processing, and bulk fuel terminals. This area has suffered from years of disinvestment and is struggling to diversify and stabilize its economic base. Of the City’s 31 V/U sites with a history of contamination from petroleum and/or hazardous substances (aka “Suspected Brownfields”), 14 (45%) of these are located along the Westhaven Drive corridor, making it the City’s most heavily concentrated brownfield area. Furthermore, the commercial strip adjacent to the industrial waterfront area was constructed in the 1960-1970s and likely contains regulated building materials (RBMs) such as asbestos, lead-based paint (LBP), and polychlorinated biphenyls (PCBs). A combination of documented environmental impacts and unknown environmental risks is deterring investors and stalling much needed revitalization activities. Grant funds are needed for Phase I/II Environmental Site Assessments (ESAs), RBM Surveys, and Area-Wide Planning (AWP). Additionally, the one-acre **Pacific Avenue Property** is a priority catalyst site. Situated on the waterfront, the site is currently undeveloped and is the location of the original passenger ferry dock established in the 1850s. The site has the potential for multiple waterfront opportunities but is not open for public use due to perceived environmental issues. Grant funds are needed for a Phase II ESA, Analysis of Brownfield Cleanup Alternatives (ABCA)/Remedial Action Plan (RAP), and site reuse plan.

(2) Elma: Ten years ago, Elma’s traditional downtown along **West Main Street** was thriving at nearly full occupancy with retail stores, restaurants, visitor accommodations, and professional service businesses. During the economic recession of 2008, the majority of businesses closed leaving blocks of vacant storefronts. Since then, a surge of development on the opposite end of downtown (near a new hospital) has resulted in further disinvestment. Grant funds are needed for Phase I/II ESAs, RBM Surveys, and AWP. Of the City’s 72 listings in Ecology databases, 45 (63%) are located along this corridor, including 5 RCRA facilities and 14 sites with underground storage tanks (USTs). Contaminants of concern (COCs)

include petroleum, dry cleaner solvents and RBMs. The historic *Elma Theater* (built in 1927) is a priority catalyst site. Prior to closing in 2013, the theater was a popular community fixture and anchor business for downtown. The building has since fallen into severe disrepair and the interior is covered with rot and mold from weather damage. Investors have expressed an interest in restoring the theater as an entertainment and community gathering place, however, an RBM Survey and abatement plan are required to secure further investment.

(3) Cosi: A comprehensive brownfield inventory and AWP study was completed for 185 parcels in the **downtown waterfront area** under the FY17 Grant. The study area included over 100 years of heavy industrial uses ranging from wood-treatment facilities, rail corridors, fueling stations, freight truck maintenance facilities and more. Of the 185 parcels included in the inventory, 139 were identified as having confirmed or suspected environmental concerns. The inventory was further refined as part of the AWP study to identify high priority brownfields. Following a robust public process, Cosi stakeholders selected the **public boat launch** and **four other catalyst sites** within the study area. Past uses of these sites include lumber mills, wood-treatment facilities, a railyard, rail corridors and a landfill. Conceptual reuse plans were developed with the purpose of marketing the sites to potential investors/developers. FY20 funding will be used to complete Phase I/II ESAs and ABCAs/RAPs in support of moving forward with implementation of the AWP.

(4) Hoquiam: The City has received funding for design and construction of the **West Levee project** that will reduce tidal flooding and remove all of west Hoquiam from a FEMA-designated floodplain. This critical project will eliminate mandatory flood insurance requirements and save over 1,000 property owners an average of \$3,000/year. The City anticipates acquiring multiple properties to build levee-related infrastructure. Preliminary designs are underway and FY20 funding will be used to complete due diligence (Phase I/II ESAs) in support of acquisitions. The proposed alignment borders industrial/commercial areas, and COCs include hazardous substances (i.e. solvents, metals) and petroleum.

(5) Aberdeen: The City used FY17 funding to assess seven properties related to the **North Shore Levee (NSL)** and **Fry Creek Restoration projects**. Phase I/II ESAs were completed to support due diligence and construction activities. As the projects enter the final design phase in 2020, FY20 funding is needed for Phase I/II ESAs at 2-3 additional properties the City anticipates acquiring. These properties are located in commercial/industrial areas and confirmed and/or suspected COCs include hazardous substances (i.e. solvents, metals, RBMs) and petroleum.

1.b.i. Reuse Strategy & Alignment with Revitalization Plans: Selection of the priority sites in Cosi, Hoquiam and Aberdeen reflects a general reuse strategy for focusing FY20 funding on projects where extensive planning has been completed. The addition of Westport and Elma to the Coalition for FY20 will support efforts to fill in AWP gaps in support of established objectives identified in Westport's *Comprehensive Plan* and *2018-2023 Comprehensive Park and Recreation Plan*, and Elma's *Comprehensive Land Use Plan*. The following table summarizes reuse strategies for priority sites and the local land use/revitalization plans these projects support.

	Priority Site	Reuse Plans/Strategy	Alignment with Revitalization/Land Use Plans
Westport	Westhaven Drive	Rehab existing structures for mixed-use tourist commercial district. Provide opportunities for water-related tourism businesses and other small businesses (retail, restaurants, grocery store).	Supports the Objective #3 of Westport's 2013 <i>Comprehensive Plan</i> : "To encourage attractive and efficient commercial development, especially in the areas of Westhaven that serve tourists."
	Pacific Avenue Property	Redevelop this vacant, one-acre waterfront site for passive or active recreation use.	Supports Objective #1b of Westport's 2018-2023 <i>Comprehensive Park and Recreation Plan</i> : "Complete a community driven site evaluation study to determine the highest and best use of Pacific Avenue property."
Elma	West Main Street	Rehab existing structures to restore City's traditional downtown center. Identify sites that will support multifamily housing to address affordable housing shortage.	Supports objectives of Elma's <i>Comprehensive Land Use Plan</i> for future development/reuse of sites in the traditional downtown to "mirror existing [commercial] land use patterns" and to conduct AWP to identify catalyst sites that support establishing a "General Residential District along Main Street."
	Elma Theater	Rehab existing structure for a community entertainment and gathering place.	
Cosmopolis	Public Boat Launch	Build dock with dual boat ramp, pave parking area and add ADA parking spaces and RV parking. Add visitor sign and kiosk, picnic area, public restroom, and fish cleaning station.	Supports 2019 AWP completed under FY17 Grant, including the Boat Ramp Concept approved by the public. Reuse plans align with existing zoning.
	Catalyst Sites #1-4	Provide affordable multifamily housing (townhomes and apartments) on Catalyst Sites 1, 2 and 4 (combined the properties will support 27 townhomes or 17 townhomes and 20 apartments). Provide mixed-use commercial/residential on Catalyst Site 3 with option for alternative use as professional business park. Provide pedestrian path connecting each property to Dike Trail.	Supports 2019 AWP completed under FY17 Grant, including site-specific reuse concepts developed for these four properties. Reuse plans align with existing zoning which is mixed-use with residential as the priority.
Hoquiam*	West Levee Properties	Build infrastructure to support levee system and expand stormwater pump systems that will reduce ongoing flooding issues and remove west Hoquiam from the FEMA-designated floodplain.	The Hoquiam and Aberdeen flood reduction projects support the goals of the 2016 <i>TimberWorks Resiliency and Restoration Master Plan to Reduce Flood Risk</i> . The Plan provides a framework and action items for a multiple benefit approach to addressing flooding issues in the sister communities of Aberdeen and Hoquiam. The projects
Aberdeen*	NSL Properties	Build infrastructure to support 5.7-mile levee system that will protect the community against coastal flood events and expand stormwater pump systems to improve drainage.	

	Priority Site	Reuse Plans/Strategy	Alignment with Revitalization/Land Use Plans
Aberdeen*	Fry Creek Properties	Daylighting Fry Creek will eliminate flooding caused by heavy rainstorms that overwhelm drainage systems. Reuse outcomes include restoring habitat of a degraded salmon stream, daylighting the Creek to reduce chronic flooding, and adding recreational trails and pedestrian amenities (overlook and picnic area).	outlined in the Plan will remove community from FEMA-designated floodplains. Combined, the West Levee, NSL and Fry Creek projects will eliminate the need for mandatory flood insurance for over 4,000 property owners, saving the community millions of dollars.

*Denotes federally designated opportunity zone (DOZ).

1.b.ii. Outcomes & Benefits of Reuse Strategy: The proposed project will result the following **economic benefits**:

- **Eliminate Mandatory Flood Insurance in Aberdeen & Hoquiam:** Flood reduction projects such as the **West Levee, NSL, and Fry Creek Restoration projects** will remove over 4,000 properties in Hoquiam and Aberdeen from FEMA-designated floodplains. As a result, property owners will no longer be subject to mandatory flood insurance requirements under the National Flood Insurance Program. This will collectively save the community millions of dollars in of insurance premiums that are currently leaving these low-income areas annually. This will subsequently increase property values and encourage new investors currently deterred by high insurance costs and chronic flooding issues.
- **Spur Economic Growth in Aberdeen & Hoquiam DOZs:** The Coalition and project partners are actively marketing DOZ opportunities and looking at related funding for reuse. Completing ESAs on sites in and near DOZs and supporting the efforts of the **West Levee, NSL and Fry Creek** projects that will remove properties from FEMA-designated floodplains will be instrumental to addressing the goals of the DOZ and attracting new investment.
- **Provide affordable, quality housing in Cosi & Elma:** Building affordable multifamily housing on **catalyst sites #1-4** (Cosi) and along **West Main Street** (Elma) will address the area's existing housing shortage and reduce cost burdening.
- **Create Jobs & Reduce Poverty:** Returning sites to productive use along **Westhaven Drive** (Westport) and **West Main Street** (Elma) will restore a critical employment base for these communities. Returning sites in these areas to productive uses will attract new employers that create jobs in alignment with the skillset of residents. This will create a positive feedback loop that reduces poverty, cost burdening, and dependence on government programs.

Assessment and cleanup of the priority sites will also result in numerous **non-economic benefits**, including:

- **Support Energy Efficiency Projects in all target areas:** Adaptive reuse projects proposed for the **Westhaven Drive** (Westport) and **West Main Street** (Elma) will highlight historic preservation, infill development, and sustainable building design. Additionally, passive rainwater harvesting elements will be integrated into stormwater management systems proposed for the **NSL, Fry Creek and West Levee** projects (Aberdeen and Hoquiam).
- **Provide new recreational amenities in Westport, Cosi & Aberdeen:** Proposed projects at the **Public Boat Launch** site (Cosi) and the **Pacific Avenue Property** (Westport) will provide safe public access points to the waterfront, support greenspace preservation and greatly enhance recreational amenities for residents. Priorities for the **Fry Creek Restoration** project (Aberdeen) also include creation of recreational trails.

1.c.i. Resources Needed for Site Reuse: As local units of government, the COG and its five Coalition members are eligible and experienced with leveraging funding from a variety of public and private sources. We anticipate utilizing the funding sources below to advance reuse of sites assessed with EPA Brownfield Grant funds:

- **Assessment Resources:** The Coalition will pursue funding from Ecology in the form of Integrated Planning and State Response Program (SRP) Grants, and public-private partnerships to complete assessments at priority brownfields.
- **Remediation Resources:** The Coalition will pursue Ecology Remedial Action Grants (RAGs) and Pollution Liability Insurance Agency (PLIA) Loans and Grants, Washington State Dept. of Commerce (Commerce) Brownfield Revolving Loan Fund (RLF) Grants, and EPA's Cleanup Grants to support remediation. The Coalition partners are also familiar with pursuing claims from historical insurance policies to fund cleanup. Hoquiam and Aberdeen recently entered into a contract with an insurance archaeologist who is currently pursuing insurance recovery for several sites assessed under the FY17 Grant where cleanup activities are required.
- **Parks & Recreation Project Resources:** For projects such as the **Public Boat Launch** (Cosi) and **Pacific Ave Property** (Westport), the COG will help the cities pursue Washington State Recreation & Conservation Office (RCO) Grants. The COG has previously secured these grants for construction of other parks- and recreation-related projects.
- **Levee & Stormwater Infrastructure Project Resources:** For projects such as the **NSL and West Levee** (Aberdeen and Hoquiam), the cities have collectively secured \$16.7M for planning, design, permitting, property acquisition and construction activities. Funding sources include the Ecology Office of the Chehalis Basin, Chehalis River Basin Flood Authority (CRBFA), Grays Harbor County, and Commerce. Additional funds being pursued for 2021-2023 include FEMA Flood Mitigation Assistance Grants and additional Ecology Office of the Chehalis Basin Funding. For the **Fry Creek Restoration** project (Aberdeen), the City has secured \$3M for planning, design, property acquisition, salmon habitat restoration, and construction activities. Funding sources include the CRBFA, WA Coast Restoration & Resiliency Initiative, and Grays Harbor County. Additional funds being pursued for 2021-2023 include Floodplains by Design Grants. The FY17 and FY20 EPA Brownfield Grants fill critical funding gaps for assessment activities needed in support of due diligence activities prior to property acquisition and construction activities.
- **Revitalization Resources:** Developers in the target areas of Aberdeen and Hoquiam can take advantage financing incentives associated with projects in DOZs.

1.c.ii. Use of Existing Infrastructure: The proposed projects support infill development activities that minimize urban sprawl and promote adaptive site reuse. These projects will utilize existing streets, sewer and water infrastructure. All the target areas are among the earliest developed in the County and are fully served by paved roads, utilities, culverts, and stormwater management features. Most of the priority sites in Elma and Westport have existing structures the Coalition anticipates preserving and renovating/rehabilitating for reuse. These sites often require the least investment in infrastructure and provide the greatest opportunity to preserve unique architectural character and history. FY20 Grant funding will be used for RBM surveys and abatement plans in support of adaptive reuse of historic structures (such as the *Elma Theater* and *West Main Street* properties and commercial strip on *Westhaven Drive* in Westport). The *Public Boat Launch* and *Catalyst Sites #1-4* in Cosi are currently vacant but were previously developed and are served by utilities. Where flood reduction infrastructure is required for the *NSL*, *West Levee*, and *Fry Creek projects* in Aberdeen and Hoquiam, the cities have already secured the necessary resources for Phase 1 of construction activities (see 1.c.i).

2. COMMUNITY NEED & COMMUNITY ENGAGEMENT:

2.a.i. The Community's Need for Funding: While Washington State has rebounded from the 2008 recession, regaining more than 100% of jobs lost, the target areas have been comparatively left behind with all exceeding the average unemployment rate for the state and the U.S. (with unemployment rates 2-3X higher in Westport and Hoquiam than state and U.S. averages). As illustrated in the following table, residents in the target areas are particularly disadvantaged, suffering from high rates of poverty (nearly 2X the state average in Westport and Aberdeen), households receiving government assistance (1.5-4X higher than the state average in four of the five target areas), low rates of homeownership, high rates of housing cost burdening, and low median household incomes.

Data Type ^a	Target Areas/Communities					Grays Harbor County	Washington State	United States
	Westport	Elma	Cosi	Hoquiam	Aberdeen			
Population	2,057	3,047	1,593	8,416	16,281	71,454	7,169,967	321,004,407
% American Indian and Alaskan Native	0.9%	0.0%	1.9%	4.9%	3.5%	4.1%	1.1%	0.7%
Unemployment Rate	20.7%	8.6%	6.8%	12.8%	7.3%	10.1%	6.0%	6.6%
Median Household Income	\$37,600	\$44,432	\$60,000	\$40,301	\$40,702	\$45,483	\$66,174	\$57,652
Poverty Rate	23.5%	15.9%	4.2%	19.6%	23.3%	16.0%	12.2%	14.6%
Child Poverty (age <18 years)	41.9%	7.2%	4.9%	27.6%	31.6%	21.7%	15.8%	20.3%
Households with Food Stamp/SNAP Benefits	31.3%	29.3%	8.0%	29.3%	31.4%	21.5%	13.3%	12.6%
Households with Social Security Income	3.2%	17.5%	0.0%	8.2%	6.8%	5.9%	4.8%	5.4%
Homeownership Rate	50.8%	48.8%	70.7%	56.4%	49.3%	66.1%	62.7%	63.8%
Cost Burdened Households (gross rent ≥30% of household income)	56.5%	53.3%	19.7%	52.3%	47.7%	49.5%	48.9%	50.6%

Bold indicates distress factors above or below (depending on factor) national averages. **Shaded** indicates distress factors above or below (depending on factor) State averages.

Although startling, these statistics do not represent the full scope of distress in the target areas. Generational poverty, health and welfare issues make it difficult to attain higher education and better employment. Residents in these areas lack the resources necessary to address brownfields. By focusing grant funding in these areas, the project will lead to shovel-ready and deal-ready redevelopment opportunities and support strategies to bring quality housing and jobs to area residents and support ongoing efforts to build critical levee infrastructure that will eliminate mandatory flood insurance requirements currently causing additional financial burdens for Aberdeen and Hoquiam residents. Furthermore, the COG and its Coalition members are unable to draw upon other local sources of funding due to:

- Except for its largest city (Aberdeen; pop. 16,281), Grays Harbor County is exclusively comprised of **micro-communities**, including Westport, Elma, Cosi and Hoquiam which have populations <10K each (see table above). As communities with small populations, the Coalition members have very limited financial resources and are unable to draw on other initial sources of funding without FY20 funding and assistance from the COG.
- Decades of decline in the timber industry led to many plant closures in the target areas. This created an economic free fall throughout the region and the Coalition members lost significant amounts of municipal income from tax revenues (as much as 60% in the case of a Weyerhaeuser plant closure in Cosi). Such losses are difficult for any community but are especially devastating to small communities. As a result of these and other shortfalls, the Cities have been forced to reduce their workforce, slash budgets, and cut funding for important community programs. Therefore, the Coalition relies heavily on grant funding to continue their brownfield reuse program.

2.a.ii. Threats to Sensitive Populations:

(1) Health or Welfare of Sensitive Populations: As noted in the table in 2.a.i, the target areas include some of the highest concentrations of low income and American Indian populations in the region. As shown in the following table, EPA's Environmental Justice Screening (EJSCREEN) Tool reports that each of the target areas exceed the 55th percentile for low

^a Unless noted otherwise, all data reflects 2013-2017 American Community Survey, 5-yr data (obtained from www.factfinder.census.gov).

income population, senior population (age 64+ years), and less than high school education when compared to the state as a whole. Furthermore, all the target areas (excluding Cosi) rank in the 70th percentile or higher for at least two of the sensitive population indicators presented. Brownfield redevelopment will provide economic relief to the target communities by attracting new businesses that provide short-term (e.g. construction) and long-term employment. This will create a positive feedback loop that reduces the number of young people currently leaving the community for job opportunities elsewhere and will reduce poverty, cost burdening, and the demand for welfare assistance (all of which are challenges for the target areas [see table in 2.a.i]).

Sensitive Population Categories ^b	Percentile in Washington State				
	Westport	Elma	Cosi	Hoquiam	Aberdeen
Demographic Index	65	43	33	61	77
Low Income Population	86	64	57	82	86
Population 64+ years of age	70	76	60	80	61
< High School Education	70	76	60	80	61

Bold indicates distress factors $\geq 50^{\text{th}}$ %tile. **Shaded** indicates distress factors $\geq 70^{\text{th}}$ %tile.

(2) Greater Than Normal Incidence of Disease & Adverse Health Conditions: Grays Harbor County is currently ranked the 4th unhealthiest of the state's 39 counties with a life expectancy rate ~4 years below the state average and ~5 years below the U.S. average. As shown in the table to the right, contributing factors include food insecurity, limited access to health foods, and limited access to primary care physicians which

Health Factors & Outcomes ^c	Rankings		
	Grays Harbor County	WA State	Top U.S. Performers
Life Expectancy	76.7 years	80.3 years	81.0 years
Primary Care Physicians	2,980 : 1	1,220 : 1	1,050 : 1
Food Insecurity	15%	12%	9%
Limited Access to Healthy Foods	12%	6%	2%
Adult Obesity	37%	28%	26%
Diabetes Prevalence	12%	9%	9%

have resulted in increased prevalence of adult obesity and diabetes. Furthermore, the County has the 3rd highest premature death rate in the state with the most common causes of death reported as (1.) cancer, (2.) heart disease, (3.) chronic lower respiratory disease, (4.) accidents (unintentional injuries), and (5.) diabetes.^d Of the state's 39 counties, the National Cancer Institute reports Grays Harbor has the highest incidence rate for all types of cancer reporting 504 cases per 100K. Comparatively, this is significantly above the state average of 451 cases/100K and the U.S. average of 448 cases/100K.^e Grays Harbor is also leading Washington State counties with the highest cancer mortality rate at 188.5 deaths/100K compared to the state average of 157.1 deaths/100K and U.S. average of 161.0 deaths/100K.^f

The Mesothelioma Cancer Alliance identified 29 facilities in Aberdeen, Hoquiam and Cosi where harmful asbestos (linked to mesothelioma) was used in industrial processes or discovered in dated buildings.^g Aging infrastructure further impairs the health of the Cities as many of its buildings were constructed with outdated (pre-1980s) materials and contain airborne particulates such as asbestos and LBP. As buildings have aged and corroded due to harsh weather conditions, the risk of exposure increases. Residents are at increased risk of exposure to toxic vapors and airborne particulates due to the area's frequent high winds. Particulate inhalation is associated with increased asthma diagnoses, shortened life expectancy and exacerbated cardiovascular and respiratory issues. The County has one of the highest mortality rates associated with chronic lower respiratory disease^h and ranks 3rd for asthma-related hospitalizations in the state.ⁱ Furthermore, a 5-year study completed by the National Cancer Institute reported the County has the 4th highest incidence rate of lung and bronchus cancer in the state.^j

Health impacts will be reduced as grant funds are used to identify and plan for mitigating exposure to contaminants. For example, addressing contaminants in soil/groundwater will reduce exposure from ingestion/inhalation of particulates, and asbestos/LBP abatement in aging structures will reduce potential for asthma. The project will also lead to better recreational amenities that will improve health indicators such as the high levels of heart disease and obesity.

(3) Disproportionately Impacted Populations: The industrial history of the target areas has resulted in cumulative impacts that persist to the present day. As demonstrated in the "Environmental Justice Indicators" (EJI) table to the right, sensitive populations within target areas fall above the 70th percentile for disproportionate burden and exposure to many air quality and hazardous substance sources of pollution when compared to other EPA Region 10 communities. The assessment/cleanup of brownfields will help to reduce health threats to residents from exposure to contaminants, for example:

Environmental Justice Indicators (EJI) ^k	Percentile in EPA Region 10				
	Westport	Elma	Cosi	Hoquiam	Aberdeen
Lead Paint	58	81	94	91	90
Superfund Proximity	71	51	63	67	75
Hazardous Waste Proximity	58	50	54	70	84
Wastewater Discharge	82	59	79	55	89
Air Toxics Cancer Risk	51	70	59	65	76
Respiratory Hazard Index	51	70	58	64	76

Bold indicates distress factors $\geq 50^{\text{th}}$ %tile. **Shaded** indicates distress factors $\geq 70^{\text{th}}$ %tile.

- **Air Quality:** Infill redevelopment of brownfields will help reduce urban sprawl, greatly reducing vehicle

^b Generated using EPA Environmental Justice Screening (EJSCREEN) Tool on 10/24/19.

^c Robert Wood Johnson Foundation. County Health Rankings & Roadmaps. 2019 County Health Rankings, Washington.

^d Robert Wood Johnson Foundation. County Health Rankings & Roadmaps. 2019 County Health Rankings, Washington.

^e National Cancer Institute. State Cancer Profiles. Incidence Rate Report for Washington by County: All Cancer Sites (2012-2016), Age-Adjusted Incidence Rate.

^f National Cancer Institute. State Cancer Profiles. Death Rate Report for Washington by County: All Cancer Sites (2012-2016), Age-Adjusted Death Rates.

^g Mesothelioma Cancer Alliance. "Asbestos Exposure at Washington Jobsites." Nov. 20, 2019.

^h WA Dept. of Health. Center for Health Statistics. 2014 Mortality Tables (C6 & C8), Age-Adjusted Rates per 100,000 pop.

ⁱ WA Dept. of Health. The Burden of Asthma in Washington State, 2013 Update.

^j National Cancer Institute. State Cancer Profiles. Incidence Report for Washington by County: Lung & Bronchus Cancer (2012-2016), Age-Adjusted Incidence Rate.

^k Generated using EPA Environmental Justice Screening (EJSCREEN) Tool on 10/24/19.

emissions. Furthermore, creating quality affordable housing in Cosi and Elma will provide opportunities for residents to live closer to their jobs and further reduce vehicle emissions. This will help reduce the respiratory hazard index and air toxics cancer risk currently impacting the target areas.

- **Hazardous Substances:** The grant will be used to identify legacy soil/groundwater contamination associated with brownfields in the target areas, and to identify remedial measures necessary to address those threats at priority sites. Grant funds will also be used to complete RBM Surveys to remove asbestos/LBP from historic structures in support of adaptive reuse and/or demolition. Additionally, grant funds will be used to assess sites prioritized for levee-related infrastructure in Aberdeen and Hoquiam which will greatly reduce local flooding issues and reduce exposure to contaminants currently carried through neighborhoods by the area's frequent heavy rain and floodwaters.

2.b.i Project Partners / 2.b.ii Project Partner Roles: In addition to the Coalition partners, the COG has identified numerous community partners to help guide grant implementation and bring important community voices to the table. Many of the partners for the FY17 Grant have confirmed their continued involvement for the FY20 Grant. Below is a summary of project partners and their project roles. Additional partners will be recruited throughout the project.

- **Coalition Members:** The **Cities of Westport** (Kevin Goodrich, 360.268.0835, pwd@ci.westport.wa.us), **Elma** (Joe Chrystal, 360.482.4482, building@cityofelma.com & Jim Starks, 360.482.2212, jim@cityofelma.com), **Cosmopolis** (Darrin Raines, 360.532.9230, draines@cosmopolis.wa.gov), **Hoquiam** (Brian Shay, 360.538.3983, bshay@cityofhoquiam.com), and **Aberdeen** (Kris Koski, 360.537.3218, kkoski@aberdeen.wa.gov) will work closely with the COG throughout the entire grant implementation process to provide input on site prioritization, connect with key stakeholders, and facilitate assessment and reuse of sites within their jurisdiction.
- **Governmental Agencies:** The Coalition will continue to collaborate extensively with local governmental partners on the planning, economic development and flood reduction initiatives this project will leverage. These partners include: **Grays Harbor County Planning Division** (Jane Hewitt, 360.249.4222, jhewitt@co.grays-harbor.wa.us); **Grays Harbor Public Health & Social Services** (Cassie Lentz, 360.500.4049, clentz@co.grays-harbor.wa.us); **Port of Grays Harbor** (Randy Lewis, 360.533.9513, rlewis@portgrays.org); and **Chehalis River Basin Flood Authority** (Scott Boettcher, 360.480.6600, scottb@sbgh-partners.com).
- Partners who will represent the interests of (and connect the project to) Tribal stakeholders include the **Quinault Indian Nation** (Charles Warsinske, 360.276.8211, cwarsinske@quinault.org) and **Confederated Tribes of the Chehalis Reservation** (Amy Loudermilk, 360.709.1813, aloudermilk@chehalis-tribe.org).
- **Economic Development & Business Groups:** The regional economic development corporation and chamber of commerce, **Greater Grays Harbor, Inc.** (Dru Garson, 360.532.7888, dru@graysharbor.org), will continue to assist with implementing economic and community development strategies to increase community prosperity. The recently formed **Aberdeen Downtown Association** (Wil Russoul, director@downtownaberdeen.com, 360.500.5334) will help connect with businesses and investors/developers to attract investment/jobs to brownfields and DOZs.
- **Social Services Provider Coastal Community Action Program** (Craig Dublanko, 360.500.4526, craigd@coastalcap.org) was a critical partner for the Cosi AWP study and will continue to advocate for low income individuals/families to remove the barriers that prevent them from achieving economic stability.
- **Public & Non-Profit Housing Developers** will inform planning efforts to provide diverse, quality housing developments in Elma and Cosi: **Housing Authority of Grays Harbor** (Jerry Raines, 360.532.0570, jerry@hagh.com) and **NeighborWorks of Grays Harbor County** (David Murnen, 360.533.7828, dmurnen@aberdeen-nhs.com).
- The Local Land Trust **Forterra** (Nicholas Carr, 253.223.5047, ncarr@forterra.org) has been a critical partner on the Fry Creek project and other brownfield redevelopment projects in Grays Harbor. The Coalition partnered with Forterra for redevelopment of a brownfield site (in Aberdeen) assessed using FY17 funding and will continue to work with them to support infill development projects that reduce sprawl and preserve natural resources.

2.b.iii. Incorporating Community Input: The COG and its partners firmly believe robust community education and involvement is imperative to the successful implementation of this brownfield grant. Through the highly successful implementation of the FY17 Grant, we were able to build connections with local community groups and stakeholders throughout Grays Harbor County. Not only that, connections with local community organizations and city councils position us to work collaboratively with all relevant partners in identifying needs, solving problems, and fostering local leadership within the target areas. The Coalition's intention is to continue to engage stakeholders with traditional, targeted, innovative, and online outreach tools and methods to reach a broad and inclusive audience at each phase of grant implementation. We will start by building the base of relationships we forged through the FY17 Grant and invite new voices to the process. Within the first quarter of the project, the COG will prepare a Public Participation Plan (PPP) detailing methods for community involvement over the life of the project. The PPP will include expanding the Brownfield Advisory Committee (BAC) established for the FY17 Grant as well as routine meetings to guide the entire process, at least 3 family-friendly public workshops, focused dialogues with property owners and developers, periodic updates to the local government and native community at via the COG's monthly board meetings, and continually updating the existing brownfields project webpage. The Coalition's process will also include more innovative methods of engagement such as online surveys, small-area inventory mapping, newsletters, and pop-up activities at local businesses, parks, or existing events to engage underrepresented groups at key phases in the project. The COG will continue to advertise all

engagement opportunities through public notices, email blasts to project partners, social media posts, city council and board meetings, and through word of mouth in existing community networks. This comprehensive toolbox of community engagement methods will allow stakeholders to provide informed feedback that can influence the next phase of work. Strong public involvement with those most affected by the selected sites will lead to community buy-in and more effective and representative redevelopment projects.

3. TASK DESCRIPTION, COST ESTIMATES & MEASURING PROGRESS:

3.a. Description of Tasks/Activities & Outputs: The scope of work has been organized into four tasks. In-kind contributions from the Coalition members in support of the tasks below are estimated at **\$30,375** (see attached letters).

Task 1 – Project Management, Reporting & Other Eligible Activities

i. Project Implementation: The COG will oversee project contractor activities and manage all aspects of the project in accordance with the terms and conditions established in the Cooperative Agreement (CA). At the COG's direction, the contractor will assist with compliance reporting (quarterly and final reports, ACRES updates, annual DBE and Financial Reports, etc.) and other eligible project activities identified in the CA Work Plan. With support from the contractor, the COG will facilitate monthly check-in meetings with the Coalition. Up to four Coalition personnel will attend one regional and one national brownfields-related conference.

ii. Anticipated Project Schedule: Activities will be ongoing throughout the 3-year period.

iii. Task/Activity Lead(s): The COG with support from the contractor.

iv. Output(s): 12 Quarterly Performance Reports; 1 Final Performance Report; 3 DBE Utilization Reports; 3 Federal Financial Reports; ACRES updates within 30 days of completing site-specific activities; 2 brownfield-related conferences attended by up to 4 Coalition personnel; up to 36 monthly check-in meetings.

Task 2 – Community Outreach & Site Inventory/Prioritization

i. Project Implementation: The community outreach program will include expanding the BAC comprised of Coalition members, local government and Tribal representatives, community organizations, property/business owners, residents and other stakeholders. The existing project webpage, fact sheets and site nomination form will be updated with information for the FY20 Grant. As implemented during the FY17 Grant, the BAC will review and prioritize sites nominated for grant funding. Comprehensive inventories of vacant/underutilized sites will be developed for the **West Main St. (Elma)** and **Westhaven Dr. (Westport)** areas. Inventory data, combined with a focused AWP (part of Task 4), will be leveraged to identify catalyst projects that are most likely to spur reinvestment in these two areas. The inventories will be linked to the COG's geographic information system (GIS) to maximize its long-term value as a planning resource.

ii. Anticipated Project Schedule: The existing project webpage and fact sheets will be updated during the first quarter (1Q). The PPP (described in 2.b.iii) will be developed during 1Q. The BAC will be convened every 3-4 months with the first meeting during 2Q. The inventories for the Westport and Elma study areas will be completed by 3Q.

iii. Task/Activity Lead(s): The COG will lead outreach to residents of the target areas with support from the Coalition members and project partners (as in-kind services). The contractor will facilitate stakeholder, BAC and public meetings. The Coalition and BAC will lead site prioritization efforts. The contractor will develop/maintain the inventories for Westport and Elma as well as a focused inventory list of all sites nominated/prioritized/approved for grant funding.

iv. Output(s): Updated project webpage, fact sheets & site nomination form; ~9 BAC meetings; ~6 other stakeholder meetings; Brownfield inventories for **Westhaven Drive & West Main Street**; List of all sites nominated/approved

Task 3 – Phase I/II ESAs & RBM Surveys

i. Project Implementation: At least one priority site selected by each Coalition member will be prioritized for assessment activities. We estimate 12 to 18 sites will be assessed under this project (the final total will depend on the number of sites for which more than one type of assessment activity is performed). The contractor will prepare Eligibility Determination (ED) requests for sites prioritized by the Coalition and BAC. The contractor will conduct Phase I ESAs for ~12 sites in accordance with the AAI Final Rule and the standards set forth in the ASTM E1527-13 Phase I ESA Process. The contractor will complete Phase II ESAs for ~9 sites and RBM Surveys for ~5 sites. Prior to initiating sampling or other field investigation activities, the contractor will update the 2017 Master Quality Assurance Project Plan (QAPP) covering hazardous and petroleum sites for EPA and Ecology approval. The contractor will also prepare Sampling and Analysis Plans (SAPs) and Health and Safety Plans for each site selected for a Phase II ESA or RBM Survey. The SAPs will be submitted to EPA and Ecology for approval prior to fieldwork.

ii. Anticipated Project Schedule: Based on the work completed in 2 years for the FY17 Grant, the following schedule is anticipated: **Year 1:** 4 Phase I ESAs, Master QAPP, 3 Phase II ESAs, 2 RBM Surveys | **Year 2:** 6 Phase I ESAs, 5 Phase II ESAs, 3 RBM Surveys | **Year 3:** 2 Phase I ESAs, 1 Phase II ESAs

iii. Task/Activity Lead(s): The contractor will lead technical activities at the direction of the COG. Property Access Agreements will be secured by the COG with support from the Coalition members.

iv. Output(s): 12-18 ED requests; 12 Phase I ESAs; 1 Master QAPP; 9 Phase II ESAs (including SAPs); 5 RBM Surveys (including SAPs); Property Access Agreements

Task 4 – Cleanup/Reuse Plans & AWP

i. Project Implementation: The contractor will prepare ABCAs/RAPs for ~5 sites where contamination is confirmed. The contractor will develop one site reuse plan/redevelopment feasibility study for the **Pacific Avenue Property (Westport)** and

AWPs for the **Westhaven Drive** (Westport) and **West Main Street** (Elma) study areas in support of advancing redevelopment goals and adaptive reuse of catalyst sites.

ii. Anticipated Project Schedule: Year 1: 1 ABCA/RAP, 1 Reuse Plan | Year 2: 3 ABCA/RAPs, 2 AWP | Year 3: 1 ABCA/RAPs

iii. Task/Activity Lead(s): The contractor will lead all technical activities at the direction of the COG.

iv. Output(s): 5 ABCAs/RAPs; 1 Site Reuse Plan; 2 AWP deliverables

3.b. Cost Estimates: The table below provides a breakdown of estimated costs by task. The following average rates were used to calculate the estimates: \$60/hr for COG staff (\$45/hr for personnel + \$15/hr for fringe benefits), and \$150/hr for contractual services. As demonstrated under Task 3, **over 50% of grant funds (\$357,500 of contractual services) are allocated for Phase I/II ESAs and RBM Surveys.**

Task 1 – Project Mgmt., Reporting & Other Eligible Activities (Total: \$23,500 hazardous + \$23,500 petroleum = \$47,000)	
Personnel & Fringe Total: \$9,000 (\$4,500 hazardous + \$4,500 petroleum)	
<ul style="list-style-type: none"> • 36 monthly check-in meetings: \$4,800 (40 hours x \$60/hr [= \$45/hr personnel + \$15/hr fringe] x 2 staff) • CA Management & Reporting Activities: \$4,200 (70 hours x \$60/hr) 	
Travel Total: \$8,000 (\$4,000 hazardous + \$4,000 petroleum)	
<ul style="list-style-type: none"> • National Brownfields Conference: \$4,800 (\$1,200/person x 4 Coalition staff) • Regional/State Brownfields Conference: \$3,200 (\$800/person x 4 Coalition staff) 	
Contractual Total: \$30,000 (\$15,000 hazardous + \$15,000 petroleum)	
<ul style="list-style-type: none"> • 36 monthly check-in meetings: \$12,000 (40 hours x \$150/hr x 2 staff) • Compliance Reporting: \$18,000 (120 hours x \$150/hr) 	
Task 2 – Community Outreach & Site Inventory/Prioritization (Total: \$24,000 hazardous + \$24,000 petroleum = \$48,000)	
Personnel & Fringe Total: \$9,000 (\$4,500 hazardous + \$4,500 petroleum)	
<ul style="list-style-type: none"> • BAC & Stakeholder Meetings: \$6,000 (100 hours x \$60/hr) • Update/Maintain Project Website: \$1,500 (25 hours x \$60/hr) • Site Inventory/Prioritization: \$1,500 (25 hours x \$60/hr) 	
Contractual Total: \$39,000 (\$19,500 hazardous + \$19,500 petroleum)	
<ul style="list-style-type: none"> • BAC & Stakeholder Meetings (facilitate meetings & prepare materials [presentation, activity, posters, handouts, meeting notes/minutes, etc.]): \$22,500 (150 hrs x \$150/hr) • Update Existing Project Fact Sheets, Site Nomination Form & Webpage Content: \$1,500 (10 hours x \$150/hr) • Develop site inventories for Westhaven Dr. (Westport) and W Main St. (Elma) corridors: \$15,000 (100 hours x \$150/hr) 	
Task 3 – Phase I/II ESAs & RBM Surveys (Total: \$296,050 hazardous + \$81,800 petroleum = \$377,850)	
Personnel & Fringe Total: \$6,000 (\$4,500 hazardous + \$1,500 petroleum)	
<ul style="list-style-type: none"> • Site Eligibility Requests, Property Access Agreements & Deliverable Review: \$6,000 (100 hours x \$60/hr) 	
Contractual Total: \$371,850 (\$291,550 hazardous + \$80,300 petroleum)	
<ul style="list-style-type: none"> • Prepare site eligibility requests: \$7,350 (37 hours for hazardous sites + 12 hours for petroleum sites x \$150/hr) • Phase I ESAs: \$60,000 (9 hazardous sites + 3 petroleum sites x \$5,000/site) • Update Master QAPP: \$7,000 (1 QAPP x \$3,500/hazardous funds + \$3,500/petroleum funds) • Phase II ESAs: \$270,000 (7 hazardous sites + 2 petroleum sites x \$30,000/site) • RBM Surveys: \$27,500 (5 hazardous sites x \$5,500/site) 	
Task 4 – Cleanup/Reuse Plans & AWP (Total: \$106,450 hazardous + \$20,700 petroleum = \$127,150)	
Personnel & Fringe Total: \$6,000 (\$4,500 hazardous + \$1,500 petroleum)	
<ul style="list-style-type: none"> • AWP Activities & Deliverable Review: \$6,000 (100 hours x \$60/hr) 	
Contractual Total: \$121,150 (\$101,950 hazardous + \$19,200 petroleum)	
<ul style="list-style-type: none"> • ABCAs/RAPs: \$40,000 (4 hazardous sites + 1 petroleum sites x \$8,000/site) • Site Reuse Plan for the Pacific Avenue Property (Westport): \$11,200 (1 petroleum site x \$11,200/site) • AWP for the Westhaven Dr. (Westport) & West Main St. (Elma): \$69,950 (2 hazardous substances areas x \$34,975/area) 	

A summary of the overall proposed budget for grant funded activities is provided in the following table. Please note grant funds are not requested for equipment, supplies or indirect costs. Therefore, these budget categories are not included in the table.

Budget Categories	Task 1: Project Mgmt, Reporting & Other Eligible Activities	Task 2: Outreach & Site Prioritization	Task 3: Phase I/II ESAs & RBM Surveys	Task 4: Cleanup/Reuse Plans & AWP	Total
HAZARDOUS SUBSTANCES FUNDING					
Personnel & Fringe	\$4,500	\$4,500	\$4,500	\$4,500	\$18,000
Travel*	\$4,000	-	-	-	\$4,000
Contractual	\$15,000	\$19,500	\$291,550	\$101,950	\$428,000
Total Budget (Hazardous)	\$23,500	\$24,000	\$296,050	\$106,450	\$450,000
PETROLEUM FUNDING					
Personnel & Fringe	\$4,500	\$4,500	\$1,500	\$1,500	\$12,000
Travel*	\$4,000	-	-	-	\$4,000
Contractual	\$15,000	\$19,500	\$80,300	\$19,200	\$134,000
Total Budget (Petroleum)	\$23,500	\$24,000	\$81,800	\$20,700	\$150,000
Total Budget (Haz + Petro)	\$47,000	\$48,000	\$377,850	\$127,150	\$600,000

*Travel costs for up to 4 Coalition personnel to attend one regional & one national brownfields-related conference/training.

3.c. Measuring Environmental Results: The COG will establish a project schedule with key milestones defined in the CA. The status and estimated completion dates for **outputs** identified in 3.a will be tracked and reported to EPA via Quarterly and Final Performance Reports and ACRES updates (completed within 30 days of site assessment activities). Between meetings and reports, the following **outputs** will be tracked on a spreadsheet maintained by the COG and contractor: (1) # of brownfield sites nominated; (2) # of brownfield sites prioritized for funding; (3) # of Phase I ESAs; (4) # of Phase II ESAs; (5) # of RBM Surveys; (6) # of ABCAs/RAPs; (7) # of site reuse plans; (8) # of AWP; and (9) # of community meetings. The anticipated **short- and long-term outcomes** identified in 1.b.ii (# of jobs, # affordable residential units, acres of greenspace created, etc.) will also be tracked and reported to EPA. Additionally, the COG will update property profiles in ACRES beyond the life of the Grant to fully capture long-term outcomes. With support from the contractor, the COG will track and evaluate the following outcomes: (1) # of sites cleaned up; (2) # of sites for which off-site risks are identified; (3) # of sites for which property title transfers are facilitated; (4) # of sites and acres redeveloped; (5) # of acres of parks/greenspace created; (6) private investment and other funding leveraged; (7) # of jobs created; (8) property tax revenue generated; and (9) # of in-kind hours contributed to the project by each Coalition member. By using the detailed tracking mechanisms described above for the FY17 Grant, the COG was able to confirm the project was progressing as planned and monitor key performance indicators. The COG will use the same approach for this project to track progress and ensure the project progresses on schedule and addresses EPA objectives and community goals.

4. PROGRAMMATIC CAPABILITY & PAST PERFORMANCE:

4.a.i. Organizational Structure: As the Coalition lead, the COG will administer the grant and be accountable to EPA for management of the CA and compliance with grant terms and conditions. The COG will oversee the contractor who will implement technical activities. As established for the FY17 Grant, the COG will continue using a two-person management team that will oversee all aspects of the project to ensure timely completion of key milestones established in the CA. Additionally, each Coalition member will assign a project manager to represent their agency for the entire duration of the project. Brief descriptions of key staff are provided in Section 4.a.ii. **Governance Structure:** Immediately following notice of grant award, the COG will update the existing Memorandum of Agreement (MOA) established for the FY17 Grant to add the two new Coalition partners (Westport and Elma). The MOA documents the roles and responsibilities of each Coalition member and specifies that grant funds will be used to conduct assessments at a minimum of one priority site within the jurisdiction of each partner City. The COG will use the same collective governance structure that was established for the FY17 Grant project. This includes facilitating monthly check-in calls with all Coalition members to ensure each community is meaningfully involved in all aspects of the project and to ensure clear internal objectives are established in support of timely and successful expenditure of grant funds. The BAC (described in 2.b.iii) will include a representative from each Coalition member as well as other project partners and community stakeholders that will guide the site prioritization process and assist with stakeholder outreach.

4.a.ii. Description of Key Staff: Key staff involved in the FY17 Grant will continue to serve as the lead for their respective agency and are committed to continuing the same level of project involvement that has resulted in efficient and successful expenditure of grant funds. Brief descriptions of these key staff as well as key staff for the two new Coalition members (Elma and Westport) are provided below.

- **Vicki Cummings, Executive Director & Planner, COG:** For over 23 years, Vicki has helped the small cities, Tribes and other agencies of Grays Harbor County with community revitalization, planning, transportation, and grant procurement/ implementation and an extensive background in economic development and government relations. She has managed grants awarded by state and federal agencies including the EPA, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Rail Administration (FRA), USDA, Housing and Urban Development (HUD), WA Dept. of Commerce (Commerce) and the WA Public Works Board. As Project Director of the COG's FY17 Grant, Vicki managed all phases of the project, meeting established metrics, and completing the project nearly one year ahead of schedule.
- **Zana Dennis, Planner & Project/Grants Coordinator, COG:** Zana has over 15 years of experience providing high level administrative support, project coordination, and public involvement. She fulfills financial and other reporting requirements in support of grant management. In her role on the COG's FY17 Grant, Zana was responsible for managing project financials, assisting with compliance reporting, coordinating public outreach/involvement activities, and overseeing administrative tasks.
- **Kevin Goodrich, Public Works Director/City Manager, City of Westport:** Kevin has been with the City of Westport for over 13 years and in the role of Public Works Director for over 3 years. He has managed successful grants for pump station, street development, and infrastructure projects. He is actively involved with the local planning commission, including updating the City's Comprehensive Plan and Parks and Recreation Plan.
- **Joe Chrystal, Community Development Director & Jim Starks, Public Works Director, City of Elma:** Collectively Joe and Jim have over 50 years of public works and building project experience. Both Joe and Jim have extensive experience in planning, community development, permitting, engineering, and development. They have managed multiple state and federal infrastructure and planning grants for the City including the FHWA, Economic Development Administration (EDA), Commerce, HUD, and Transportation Improvement Board (TIB).

- **Darrin Raines, City Administrator, City of Cosmopolis:** Darrin has been with the City of Cosmopolis for nearly 30 years in roles including Public Works Management, planning and permitting, engineering and development, economic and community development, grant writing, planning, and budgeting. He has secured over \$12M in federal, state and private grants for Cosi. In his role as the City's Project Manager for the FY17 Grant, Darrin participated in monthly Coalition check-in meetings, attended all public workshops, coordinated stakeholder outreach efforts in Cosi, and worked with the COG to oversee development of the AWP (funded by the FY17 Grant) for the downtown waterfront.
- **Kris Koski, City Engineer, City of Aberdeen:** As the City Engineer since 2016, Kris has managed a variety of infrastructure projects, including the NSL and Fry Creek Restoration projects. Prior to joining the City, he worked 10 years as a civil engineering consultant. As the City's FY17 Grant Project Manager, he attended over two-dozen project meetings; performed outreach to property owners of priority sites; helped secure nominations for 8 sites in Aberdeen; facilitated property acquisitions following due diligence activities; and assisted the COG with overseeing completion of 7 Phase I ESAs, 4 Phase II ESAs, 1 Supplemental Phase II ESA, and 1 RBM Survey for sites in Aberdeen. Six of the seven properties assessed were in support of the NSL and Fry Creek projects.
- **Brian Shay, City Administrator, City of Hoquiam:** Brian has over 24 years of experience managing planning, grant, and municipal projects. During his 14 years at the City, he has secured over \$34M in state and federal grant and loan funding for projects including infrastructure improvements, facility renovations, planning, and economic and community development. Brian is also the City's Project Manager for the NSL and West Levee projects and the FY17 Grant. As part of the FY17 Grant, he attended project meetings; engaged with property owners; secured nominations for 10 sites in Hoquiam; and assisted the COG with 5 Phase I ESAs, 3 Phase II ESAs, 3 Supplemental Phase II ESAs, 1 RBM Survey, and 2 ABCAs for sites in Hoquiam. Two of the five properties assessed were in support of the NSL project.

4.a.iii. Acquiring Additional Resources: The COG's Executive Board is comprised of 16 local government and Tribal representatives. Should additional project support be needed, the COG will draw on the expertise of these individuals. For example, the COG works with the City of Aberdeen and Port of Grays Harbor for assistance with engineering services and works with Grays Harbor County for assistance with legal matters when needed. **Contractor Procurement:** The COG routinely procures contractor services and has procedures in place to acquire these services through a competitive qualifications-based process. The COG completed a qualifications-based procurement process in conformance with 2 CFR 200.317 - 200.326 to contract a team of environmental consultants to assist with all aspects of grant implementation. The contractor will provide public outreach, project management and compliance reporting support as well as technical management of Phase I/II ESAs, RBM Surveys, ABCAs/RAPs and AWP.

4.b.i. Currently Has or Previously Received an EPA Brownfields Grant: The COG received a FY17 Brownfields Assessment Coalition Grant, CA #: BF-01J38901, Total: \$600K, Term: 10/01/17 - 09/30/20

(1) Accomplishments: The COG received \$300K of hazardous and \$300K of petroleum funding. Accomplishments include:

- 17 sites nominated for grant funding
- 13 sites assessed
- 12 Phase I ESAs, 7 Phase II ESAs, 4 Supplemental Phase II ESAs, 2 RBM Surveys & 2 ABCAs completed
- 13 property profiles created in ACRES
- 2 property transactions completed following ESA activities; 4 additional property transaction pending
- Leveraged \$19.7M of funds for NSL & Fry Creek Projects
- Developed project-specific webpage & 8 fact sheets
- Hosted 8 public/stakeholder meetings & provided updates to government and Tribal partners at monthly Board Meetings
- Developed site inventory for *Cosmopolis Brownfields Reuse AWP Study* (185 parcels totaling 447.5 acres)
- Developed a comprehensive AWP document and market analysis for the *Cosmopolis Brownfields Reuse AWP Study*
- 2 regional brownfields conferences attended by COG staff
- 8 Quarterly Performance Reports completed
- 1 Final Performance Report (to be completed in spring 2020)

An additional \$600K Coalition Grant will allow the COG and its partners to continue the momentum of the FY17 Assessment Coalition Grant with ongoing assessment and revitalization efforts in the existing target areas (Aberdeen, Hoquiam and Cosi) as well as expand the project footprint to include two new communities (Westport and Elma).

(2) Compliance with Grant Requirements: The COG maintained compliance with the workplan, schedule (10/01/17-09/30/20), and terms and conditions and achieved the expected results in just over two years (nearly one year ahead of schedule!). All progress reports and other deliverables were submitted on time and in compliance with EPA standards. The Final Performance and Financial Reports will be submitted in spring 2020, at which time the CA will be formally closed. Property profiles in ACRES were updated within 30 days of completing assessment activities and are updated as needed to reflect current conditions. As of 11/01/19, \$551,378.26 (or 92%) of grant funds had been drawn down (see Attachment D for drawdown confirmation). As of the date of this grant application, \$590,164.16 (or 98%) of grant funds have been expended. Project Director Vicki Cummings and her staff were responsible for successful execution of the grant and will carry forward their experience and best practices for the FY20 Grant.

ATTACHMENT A

Threshold Criteria Response

Threshold Criteria Response for Assessment Grants

1. APPLICANT ELIGIBILITY: All six Coalition members are eligible applicants for EPA Brownfields Assessment Grants. Detailed eligibility information is provided below.

(a) Eligibility of Lead Entity:

Grays Harbor Council of Governments (COG) is an intergovernmental agency established by the authority of the Revised Code of Washington (RCW) 36.70.060. By agreement among its members, the COG has all the rights and privileges granted to a “general purpose unit of local government” as defined in 2 CFR 200.64.

The COG was originally established in 1960 (under the name of Grays Harbor Regional Planning Commission) as a minor district of Grays Harbor County. In 2000, the Agency’s name was changed to the Grays Harbor Council of Governments via resolution No. 374. The Agency’s scope and authority remained intact and the name change was legally documented by the Internal Revenue Service (IRS) and Social Security Administration (SSA).

Eligibility documentation for the COG is provided as **Attachment B** and includes the following:

- Governmental Code confirming the Agency’s authority and eligibility to receive grant funding (RCW 36.70.060).
- Original Intergovernmental Agreement (1960)
- Bylaws (Revised/Adopted March 2015)
- Resolution No. 374 authorizing legal name change.
- IRS documentation of legal name change.
- SSA documentation of legal name change.

(b) Eligibility of Coalition Members:

The Cities of Westport, Elma, Cosmopolis, Hoquiam and Aberdeen are all defined as a “general purpose unit of local government” as that term is defined under 2 CFR 200.64. Therefore, all the coalition members are eligible to receive EPA Brownfields Assessment Grant funding.

(c) Letters of Commitment from Coalition Members:

Letters of commitment from the Cities of Westport, Elma, Cosmopolis, Hoquiam and Aberdeen are provided as **Attachment C**.

2. COMMUNITY INVOLVEMENT:

The COG and its partners firmly believe that robust community education and involvement is imperative to the successful implementation of this brownfield grant. Through the highly successful implementation of the fiscal year 2017 (FY17) EPA Brownfields Assessment Coalition Grant, we were able to build connections with local community groups and stakeholders throughout the region. Not only that, the COG’s Board is comprised of local government and Tribal representatives that meet monthly and have the opportunity to provide direct project input on a regular basis. This positions us to work collaboratively with all relevant partners in identifying needs, solving problems, and fostering local leadership within our target areas.

In addition to providing project updates at monthly Board meetings, from April through July 2019 the COG hosted a series of stakeholder roundtable meetings and public workshops with regional economic and community development leaders, property/business owners, Tribal representatives and other stakeholders to (1) engage the community in the Cosmopolis area-wide planning (AWP) process for the City’s downtown waterfront study area, and (2) inform the local community about plans to apply for additional grant funding and to gauge the continued interest of project partners involved in the FY17 Grant. A wide representation of community members and stakeholders attended the meetings to provide input about their project visions and pledged their continued commitment as members of the Brownfield Advisory Committee (BAC) or as a general project partner. The meetings included presentations on brownfields redevelopment, accomplishments of the FY17 Grant, and current plans and goals for continuing brownfield revitalization via a FY20 Grant, as well as Q&A sessions that addressed the community’s role in implementation. The project partners identified will be included in routine project updates (such as newsletters and email blasts) to stay informed and will continue to be invited to public open houses and BAC meetings to provide their input on future site prioritization, assessment, and AWP activities completed under the FY20 Grant.

Our intention is to engage stakeholders with traditional, targeted, innovative, and online outreach tools and methods to reach a broad and inclusive audience at each phase of grant implementation. We will start by building the base of relationships we forged through the FY17 Grant (via the BAC and other stakeholder roundtable

Threshold Criteria Response for Assessment Grants

meetings) and invite new voices to the process. Within the first quarter of the project, the COG will prepare a Public Participation Plan (PPP) detailing methods for community involvement over the life of the project. The PPP will include the expansion of the BAC to bring new voices to the table, a schedule of routine meetings to guide the entire process, at least 3 family-friendly open houses, focused dialogues with property owners and developers, monthly updates to COG's Board members, and continually updating the existing brownfields project webpage. Our process will also include more innovative methods of engagement such as online surveys, small-area inventory mapping, newsletters, and pop-up activities at local businesses, parks, or existing events to educate and gather feedback from underrepresented communities at key phases in the project. We will focus on hosting engagement events in locations that are convenient for stakeholders with activities and educational opportunities for participants of all ages, backgrounds and experience. The COG will advertise all engagement opportunities through public notices, email blasts to project partners, social media posts, the local newspaper and radio stations, and through word of mouth in existing community networks. This comprehensive toolbox of community engagement methods will allow stakeholders to provide informed feedback that will influence the next phase of work under the FY20 Grant.

3. EXPENDITURE OF ASSESSMENT GRANT FUNDS:

As detailed in Section 4.b.i of our proposal narrative, ***as of November 1, 2019, the COG has drawn down \$551,378.26 (or 92%)*** of our \$600,000 FY17 Grant. Documentation of our asap.gov Payment Transaction Confirmation from October 29, 2019 is provided in **Attachment D** and shows a total remaining balance of \$48,621.74 (demonstrating a total drawdown of \$551,378.26).

As of the time of this grant application was submitted, the COG has expended \$590,164.16 (or 98%) of our FY17 Grant. Remaining funds are being used to complete an ABCA for a priority site in Hoquiam, prepare one more Quarterly Progress Report (due January 2020), complete ACRES updates, pay for COG personnel to attend a regional brownfield conference in Spring 2020, and prepare a Final Performance Report and Final Financial Report. Formal project closed will occur in Spring 2020 (approximately 6 months ahead of schedule).

ATTACHMENT B

Documentation of Applicant Eligibility

Eligibility documentation for Grays Harbor Council of Governments includes the following:

- Governmental Code confirming the Agency's authority and eligibility to receive grant funding (RCW 36.70.060).
- Original Intergovernmental Agreement (1960)
- Bylaws (Revised/Adopted March 2015)
- Resolution No. 374 authorizing legal name change.
- IRS documentation of legal name change.
- SSA documentation of legal name change.

RCW 36.70.060

Regional planning commission — Appointment and powers.

A county or a city may join with one or more other counties, cities and towns, and/or with one or more school districts, public utility districts, private utilities, housing authorities, port districts, or any other private or public organizations interested in regional planning to form and organize a regional planning commission and provide for the administration of its affairs. Such regional planning commission may carry on a planning program involving the same subjects and procedures provided by this chapter for planning by counties, provided this authority shall not include enacting official controls other than by the individual participating municipal corporations. The authority to initiate a regional planning program, define the boundaries of the regional planning district, specify the number, method of appointment and terms of office of members of the regional planning commission and provide for allocating the cost of financing the work shall be vested individually in the governing bodies of the participating municipal corporations.

Any regional planning commission or municipal corporation participating in any regional planning district is authorized to receive grants-in-aid from, or enter into reasonable agreement with any department or agency of the government of the United States or of the state of Washington to arrange for the receipt of federal funds and state funds for planning in the interests of furthering the planning program.

[1963 c 4 § **36.70.060**. Prior: 1961 c 232 § 1; 1959 c 201 § 6.]

Notes:

Commission as employer for retirement system purposes: RCW **41.40.010**.

A G R E E M E N T

THIS AGREEMENT made and executed this 18th day of February, 1960, by the undersigned municipal corporation and governmental divisions of the State of Washington,

WITNESSETH:

WHEREAS, the undersigned, acting through their respective appropriate legislative agencies, have each individually determined that it is for the self-interest of each to create a regional planning commission for the purpose of enlarging and formalizing cooperative efforts through planning amongst the several jurisdictions, and

WHEREAS, the undersigned have directed their appropriate representatives to create such regional planning commission,

NOW, THEREFORE, the undersigned, for and in consideration of the covenants and conditions hereinafter contained, agree as follows:

SECTION I

The Grays Harbor County Regional Planning Commission be and is hereby created, and shall be known as the Grays Harbor Regional Planning Commission.

SECTION II

The responsibility and powers of the Commission shall be as follows, to-wit:

(a) The commission may act as the research and fact finding agency of the members thereof. To that end, it may

make such surveys, analysis, researches and reports as are generally authorized or requested. The Commission, upon such request or authority may also:

1. Make inquiries, investigations, and surveys concerning the resources of the county;

2. Assemble and analyze the data thus obtained and formulate plans for the conservation of such resources and the systematic utilization and development thereof;

3. Make recommendations from time to time as to the best methods of such conservation, utilization and development;

4. Cooperate with other commissions, with the state council and with other public agencies of the municipality, state and United States in such planning, conservation and development;

5. In particular cooperate with and aid the state council within its territorial limits in the preparation of the state master plan and in advance planning of public works programs;

(b) The commission shall, in so far as possible:

1. Coordinate general planning among and for the several participating jurisdictions;

2. Provide technical assistance within budget limitations to all of the participating groups, and

3. Promote and expedite orderly development.

(c) The Commission may engage a single director of planning and may authorize him to employ such other personnel as may be necessary to carry out the planning program. The Commission may also engage such other special and professional personnel as may be necessary in the formation of the Commission to carry out the planning program.

SECTION III

Official membership of the Commission shall consist of those undersigned public agencies and such other agencies as may hereafter be elected to membership by the Commission. Immediately upon the execution of this agreement, each of the undersigned member agencies of this Commission shall designate an official member-representative to the Commission and an official alternate representative.

SECTION IV

The Commission shall hold regular and special meetings at such times and places as the Commission may determine by resolution. Actions of the Commission shall be exercised by a majority vote of those present at an official regular or special meeting. All meetings shall be open and public. The Chairman of the Commission shall be elected from among the members of the Commission. The fiscal year of the Commission shall be the calendar year.

SECTION V

Upon the execution of this agreement, the members hereof shall meet and adopt comprehensive and complete by-laws for the operation of this Regional Planning Commission.

SECTION VI

A work program shall be adopted and periodically revised, consistent with the needs of the participants, to aid the various participants in preparing their budgets and planning expenditures for carrying out contract obligations they may incur in furtherance of the work program.

SECTION VII

The total budget proposed for the operation of the Commission and its staff must be submitted in advance of the beginning of each new budget year so that the budget may be reviewed by each political unit in ascertaining its appropriation and/or share of the work load. Authority is also granted for the acceptance of such lawful grants of money, gifts, services, and use of property as may be appropriate to the furtherance of these joint efforts.

IN WITNESS WHEREOF, the parties through their duly authorized representatives, have executed this agreement the day and year first above written.

PORT OF GRAYS HARBOR

By (signed) William J. Murphy Jr.
Manager/Engineer

P. U. D. No. 1, Grays Harbor County

By (signed) H. S. Swendon
President

Attest (signed) Dan McGillicuddy
Secretary

CITY OF HOQUIAM

By (signed) Harry Elway Jr.
Mayor

Attest (signed) Ola E. Hall
City Clerk

(signatures continued on
following page)

(signatures continued)

CITY OF MONTESANO

By (signed) Gordon H. Johnson

Mayor

Attest (signed) Bertha Satterstrom

City Clerk

CITY OF COSMOPOLIS

By (signed) Donald L. Estes

Mayor

Attest (signed) Kay Buchanan

City Clerk

The City of Aberdeen, through its duly constituted representatives, affixes its signature to the above Agreement, subject to the following conditions and restrictions:

- (1) The Commission shall incur no obligation involving the expenditure of money, except as provided for in the annual budget provided for in Section VII, and the City of Aberdeen shall not be liable to the Commission or to any third party for any amount in excess of the amount lawfully appropriated;
- (2) The By-Laws of the Commission shall not be binding upon the City of Aberdeen until the same have been lawfully approved by the City of Aberdeen;
- (3) The City of Aberdeen reserves its right to withdraw from said Commission at any time.

CITY OF ABERDEEN, WASHINGTON

By (signed) Ed Lundgren

Mayor

Attest (signed) Herb Lindberg

City Clerk

Town of McCleary

By (signed) Ernest Beerbower

Mayor

Attest (Signed) Elizabeth Tincani

Clerk-Treasurer

BOARD OF COUNTY COMMISSIONERS OF
GRAYS HARBOR COUNTY

(Signed C. Tab Murphy

(Signed) John Fearsall

(Signed) Leighton H. Powell

ATTEST:

Auditor, and Ex-Officio Clerk to the
Board of County Commissioners

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
BYLAWS**

Revised/Adopted: March 2015

SECTION ONE: AUTHORITY AND PURPOSE

1.1 Establishment and Authority

The Grays Harbor Regional Planning Commission was established in February of 1960 under the authority of RCW 36.70.060 to provide organization and services for its member entities to coordinate planning efforts and resources.

On February 24, 2000, by Resolution No. 374, the name was changed to the Grays Harbor Council of Governments, however, agency scope and authority has not changed.

SECTION TWO: MISSION STATEMENT

2.1 Mission

The mission of the Council of Governments is to:

Coordinate and cultivate projects of regional significance,
Interact with member entities to provide technical assistance in special projects,
Voice and address needs of the Grays Harbor region in statewide and multi-county policy and planning development,
Inform members and the general public about the available resources, and
Communicate to member entities essential information such as mandates, policies and programs that affect local progress.

SECTION THREE: MEMBERSHIP

3.1 Member Eligibility

Any local government, tribal government, municipal corporation, public agency or organization, or special purpose district shall qualify for membership in the Grays Harbor Council of Governments (hereinafter referred to as "Council"). Councils of government and regional councils in other geographical areas of the State are welcome to membership on a non-voting reciprocal basis.

3.2 Member Application Process

Any local government, tribal government, municipal corporation, public agency or organization, or special purpose district may request membership at any time during the year by submitting a resolution or locally approved request authorizing such membership. Upon Council approval and acceptance of the resolution, or locally approved request, the new member will be included in the current budget at a rate defined by membership classification and established by the Council. Formal membership and voting privileges will begin within one month subsequent to acceptance of membership.

3.3 *Membership Classification*

There shall be four classes of membership, General, Special Purpose, Associate, and Reciprocal.

General Membership shall be open to any local government or tribal government within the boundaries of the Council of Governments, which consists of the County of Grays Harbor, in the State of Washington.

Special Purpose Membership shall be open to any special purpose district or municipal corporation organized pursuant to state law and governed by a board of officials elected to serve that entity, within the boundaries of the Council of Governments.

Associate Membership shall be open to any public agency or community organization within the boundaries of the Council of Governments.

Reciprocal Membership shall be open to any regional council or council of governments within the State of Washington.

3.4 *Membership Fees*

The allocation of general and special purpose membership fees approved for the 2003 budget year shall become the ***maintenance level fee schedule***. A cost of living increase will be calculated each year and become the base of the following year's budget. The allocation of any associate membership fees will be determined by the Council on an annual basis within the budget process.

To determine an equitable allocation of membership dues to establish a maintenance level fee schedule, the membership dues formula as of November 2002 is applied. This formula provides that Special Purpose Districts will comprise 1/3 of the total member dues and General Purpose Districts will comprise 2/3 of the total member dues of the Council.

As of the June 2006 bylaws revision, this process establishes the membership dues at the 2002 allocation level and equitably distributes the burden of support among the current members. This being accomplished, these bylaws replace all previous allocation formulas. Hereafter membership dues will remain constant or be increased by a percentage determined by the Council during the preliminary budget process. The dues level of new members will be determined during the membership application process.

SECTION FOUR: ORGANIZATION

4.1 *Organizational Structure*

The Full Council consists of all those members in good standing who may exercise full voting privileges. Under the guidance of the Full Council are the Administrative Sub-Council and other sub-councils and committees as deemed necessary by the Full Council.

4.2 Sub-Council and Committee Roles, Responsibilities, and Authority

Each sub-council and committee established shall have an appointed Chair responsible for reporting progress to the Full Council. Each sub-council and committee shall have the ability to designate work groups for project specific tasks. Such work groups shall dissolve upon completion of the project. Any recommendations of the sub-councils and committees, with the exception of the Administrative Sub-Council as empowered in Section 5 of these bylaws, must be approved by the Full Council in accordance with all applicable rules and regulations, prior to any actions. Sub-councils and committees may be composed of Council members, member agency staff, other elected or appointed officials, or individuals with particular knowledge or talent to contribute to the work of the committee.

4.2.1 The Administrative Sub-Council reports directly to the Full Council. It is the role of this sub-council to oversee the facilitation by the Executive Director of the financial and daily operations of the Council. It is the responsibility of this sub-council to assist staff with budget development, contractual issues, financial reporting, personnel policies and issues, and operating procedures. This sub-council shall consist of five (5) members. Sub-council membership is restricted to only general and special purpose membership classifications. The Administrative Sub-Council serves as the Executive Committee for the Council and as such is empowered with full abilities as listed in Section 5 of these bylaws. The Chair of this sub-council serves as the presiding Chair of the Full Council. The Administrative Sub-Council shall meet as needed but no less than once a month. Three members shall constitute a quorum.

SECTION FIVE: ADMINISTRATIVE SUB-COUNCIL

5.1 Composition

The Administrative Sub-Council consists of five (5) members; Chair, two (2) Vice-Chairs, Secretary, and Representative at Large. The Chair and the two (2) Vice-Chairs must be elected officials, who have been a member representative of the Council for a minimum of one (1) year. Members must be in good standing, per section 8.3, to hold a position on this sub-council. The position of Secretary and Representative at Large may be filled by any representative of General, Tribal or Special Purpose membership.

5.2 Responsibilities

The Chair shall preside at Full Council meetings and shall call special meetings when required. He/She shall execute such agreements as may be authorized by the Full Council.

The First Vice-Chair shall assume the duties of the Chair in his/her absence. The second Vice-Chair shall act as liaison between sub-councils and committees and the Full Council.

The Secretary shall be responsible for keeping an accounting of Administrative Sub-Council activities and actions for the purpose of reporting to the Full Council. These duties may be delegated to staff as deemed appropriate. The Representative at Large may fulfill this duty in the absence of the Secretary.

5.3 *Authority*

The Administrative Sub-Council shall make reasonable efforts to address the Full Council for prior approval to execute contracts, interlocal agreements, and correspondence related to the routine executive and administrative matters of the Council, but it is agreed that the Administrative Sub-Council is empowered to make such decisions without the approval of the Full Council if they deem it is in the best interest of the Council. The Administrative Sub-Council shall be empowered to approve claim vouchers and expenditures within the approved budget of the Council. The Administrative Sub-Council is also empowered with the authority to approve personnel policies, which include staff salary ranges and personnel benefits. All actions of the Administrative Sub-Council must be reported during the next meeting of the Full Council.

5.4 *Vacancies*

In the event that the position of Chair is vacated, the First Vice-Chair shall assume the role of Chair. At the next meeting of the Full Council a new First Vice-Chair must be elected.

5.5 *Nomination Process*

Self-nominations by representatives in good standing interested in fulfilling the roles and responsibilities associated with the positions of the Administrative Sub-Council may be accepted from the floor. Nominations from fellow members in good standing may also be accepted. If deemed appropriate by the Full Council, a nominating committee may be established to help identify those interested in serving. The members of the new Administrative Sub-Council shall be individually elected to office by a majority vote of the Full Council.

SECTION SIX: MEETINGS

6.1 *Full Council Meetings*

The regular meetings of the Full Council shall be held monthly, on the 3rd Thursday of the month. The December meeting will be scheduled for an appropriate day in December by order of the Chair. The regular meetings of the Full Council will be held at the Port of Grays Harbor Commission Chamber in Aberdeen, unless an alternate location has been approved by the Council at a previous meeting.

6.2 *Special Meetings*

Special meetings may be called by the Chair provided notification via telephone, fax, email or letter request, stating the purpose of the meeting, is given to each voting member at least twenty-four hours before the proposed meeting.

6.3 *Agenda*

The Executive Director shall provide the Full Council Chair with a written preliminary agenda for all regular and special meetings for review and approval. The Chair shall amend and/or approve the agenda within forty-eight (48) hours of receipt. The voting membership shall be supplied with the final written agenda and all pertinent materials at-least twenty-four (24) hours in advance of the meeting.

6.4 *Quorum*

One-half plus one of the voting members of the Council shall constitute a quorum for the transaction of business. Actions of the Council shall be exercised by a majority vote of those present that are in good standing per section 8.3.

6.6 *Open Public Meeting*

All meetings will be open to the public in accordance with the provisions of the Open Public Meetings Act RCW 42.30.

SECTION SEVEN: VOTING AND REPRESENTATION

7.1 *Voting Procedures*

Procedure shall be in accordance with the submitted agenda. Votes are to be recorded by the staff secretary.

Each member entity of the General, Tribal, or Special Purpose membership of the Council in good standing and exercising full voting privileges has one vote if their representative or approved alternate as per section 7.3 is present at a regular or special meeting. Voting by proxy is not allowed. Persons participating by electronic means are deemed to be present.

Any member not in good standing per section 8.3 shall not be allowed to vote and the staff secretary shall insure compliance when recording. The Executive Director shall notify any member representative of non-voting status prior to the next subsequent meeting. Member voting rights are reinstated upon payment of billed amount, in full, made prior to the next regular or special meeting.

7.2 *Amendment of Bylaws*

These Bylaws may be amended at any regular meeting by two-thirds vote of the members in good standing present; provided that the proposed amendments have been submitted in writing at a previous meeting. These Bylaws may be suspended at any meeting by the two-thirds vote of the members in good standing present.

7.3 *Representatives*

All member entities shall designate a Representative and shall notify the Council of its selection in writing or email prior to the third Thursday in January. The Executive Director shall make every effort to contact member entities prior to the January meeting to facilitate the selection of Representatives. If written notice or email is not received by the third Thursday in January, the member entity will not be deemed to be officially represented. No single individual may serve as Representative for more than one entity at any given time.

If a member Representative is unable to attend any regular, special or sub-committee meeting, with the exception of the Administrative Sub-Council, it is the responsibility of that Representative to make a reasonable attempt to notify the Council. The Representative shall facilitate a written or email correspondence to the Council, which shall name an Alternate Representative, approved by the appropriate official of the member entity. In every instance it is the responsibility of the Representative to apprise the Alternate of any and all pertinent information.

7.4 Responsibilities of Representatives

It is the responsibility of each Representative to express to the Council and the staff, the vision and needs of the entity that he/she represents.

It is the responsibility of each representative to provide their governing body with copies of agendas, minutes, and other business materials as appropriate, to share the mission and needs of the Council.

It is the responsibility of each Representative to attend meetings of the Council and fully participate in Council activities.

It is the responsibility of each Representative to facilitate notice of an Alternate Representative, per section 7.3.

7.5 Actions

In the event that a representative is absent for three (3) or more meetings of the Full Council the Administrative Sub-Council shall notify the representative and member entity in writing, or via email, that their attendance is required and that a new representative will be requested if attendance does not improve.

SECTION EIGHT: BUDGET PROCESS

8.1 Budget Process

A budget and work program for the ensuing year shall be prepared and mailed to each representative no later than the third Thursday of September of each year. The annual work program shall consist of a narrative statement of the projects and activities to be undertaken by the Council and staff during the subsequent budget year. The budget shall show the expected expenditures and income for the following year. Expenditures shall be divided into major classifications; salaries, benefits, office supplies, other operating expenses, and capital outlay. The income section of the budget shall indicate by source the expected contribution of each participating agency and all other income that has been contracted or is reasonably expected.

Member Representatives are responsible for sharing the budget and work program with fellow entity governing members to solicit input. The Representative shall be responsible for transmitting any input to the Executive Director, which shall be brought forth to the Full Council.

The Council, at its regular August meeting, shall consider the budget and after making such changes, as it deems appropriate, adopt it at the next subsequent meeting of the Full Council. The budget, with a cover letter signed by the Chair, shall then be transmitted to the governing bodies of the member agencies, requesting that such agencies consider the financial needs of the Council in their annual budget.

8.2 Payment Schedule for Assessed Allocation

All member dues will be billed on a semi-annual schedule with payment due within sixty (60) days of written notice. Member dues billing shall occur in January and June of each year.

8.3 Nonpayment of Member Dues

In the case where a member entity gives notice before the December Annual Meeting that it is unable to pay a portion of its dues for the coming year, the Administrative Sub-Council and staff, with the assistance from the Executive Director, as necessary, will develop a plan of action to address the specific situation. The plan will be presented to the Full Council for adoption or revision as the Council may determine.

Membership dues will be billed on a semi-annual basis per section 8.2. If after billing a member for its share of dues, full payment is not forthcoming within sixty (60) days, that entity shall no longer be a member in good standing, shall forfeit all voting privileges, and all work will be suspended for that member. Reinstatement of full voting privileges shall be considered by the Council when all assessments are paid in full.

The appointment of a Representative to the Council shall be considered a binding commitment to one full year's membership in the Council.

In all cases, the Council shall take formal action to rescind and/or reinstate any member's voting privileges. Further, every effort shall be made to resolve such problems prior to rescinding voting privileges. In the event of extraordinary circumstances, the Council may waive any portion of this section.

8.4 Refunds

No refund shall be made of any monies collected under the adopted formula from any membership dues, regardless of any change in membership status.

8.5 Final Budget Process

At the December meeting, the Council shall review the budget for the ensuing year and make such additional changes as may be required, and by two-thirds majority vote of members in good standing present, adopt the final budget. Thereafter, two copies of the approved budget shall be forwarded to the County Auditor and one copy to each member Representative, who shall be responsible for distributing the document to their member entity governing body. Other copies may be distributed as the Council directs.

8.6 Budget Amendment Process

The Council may amend its budget during the year by resolution. Copies of such resolutions shall be filed with the County Auditor. At no time may the Council's budget expenditures exceed funds available or reasonably expected.

8.7 Deposits and Disbursements

All funds of the Council shall be deposited with the Grays Harbor County Treasurer to the account of the Grays Harbor Council of Governments. Disbursements shall be made only by the Treasurer upon warrants drawn by the County Auditor and approved in accordance with the provisions of these Bylaws.

8.8 *Expenditure Approval Process*

The expenditure approval process will follow that of Grays Harbor County. Vouchers for bills and payroll shall be approved by the Executive Director or his/her designee, and two members of the Administrative Sub-Council. A report of all expenditures approved by the Administrative Sub-Council shall be provided at each regular meeting of the Full Council.

8.9 *Financial Reports*

The accountant shall prepare, or cause to be prepared, quarterly reports of the budget expenditures and revenue to date and the balance remaining in the several budget classifications. A balance sheet, budget to actual comparison, and a schedule of outstanding receivables will also be submitted to the Administrative Sub-Council on a monthly basis, and quarterly to the Full Council.

8.10 *Refreshments*

The Council will provide refreshments at its public meetings in accordance with the policies of the Office of Financial Services of the State of Washington.

8.11 *Recognition*

The Council may, when appropriate, use funding within the limits of the miscellaneous funds line item to purchase awards for Council Members. These awards may include, but are not limited to, plaques and certificates, small gifts under \$25.00, meals within the limit of the personnel policies and other items to convey recognition for services performed.

SECTION NINE: STAFF

9.1 *Executive Director*

The Council will employ an Executive Director. The Executive Director will have authority to employ staff, within budgetary constraints and to fulfill the work program. All staff of the Council shall be governed by the personnel policies of the Council along with State and Federal law. Salary of the Executive Director shall be determined by the Administrative Sub-Council in advance of the September budget process.

9.2 *Salary Ranges and Personnel Benefits*

Salary ranges for each staff position shall be included in the Personnel Policies. Individual salaries within the approved salary range will be at the discretion of the Executive Director. The Administrative Sub-Council has been granted the authority to approve the personnel policies, according to section 5.3 of these bylaws, which include staff salary ranges, and personnel benefits.

RESOLUTION #374

GRAYS HARBOR REGIONAL PLANNING COMMISSION Amendment to Agreement Dated February 18, 1960

Whereas, an interlocal agreement dated February 18, 1960 was signed by representatives of the cities of Aberdeen, Cosmopolis, Hoquiam, and Montesano, the Town of McCleary, the Port of Grays Harbor, the Public Utility District No. 1, and Grays Harbor County; and,

Whereas, this Agreement officially created a regional planning agency for the purpose of enlarging and formalizing cooperative efforts through planning; and,

Whereas, Section I of said Agreement named this agency the Grays Harbor Regional Planning Commission; and,

Whereas, the current membership in February 2000 consists of the cities of Cosmopolis, Elma, Hoquiam, McCleary, Montesano, Oakville, Ocean Shores, and Westport, Grays Harbor County, Public Development Authority, Transportation Authority, Port of Grays Harbor, Public Utility District No. 1, Elma School District, Quinault Indian Nation, and the Regional Timberland Library; and,

Whereas, this current membership agrees that a change in this agency's name to Grays Harbor Council of Governments is more reflective and representative of the agency's purpose and governing board;

NOW, THEREFORE, BE IT RESOLVED that Section I of the original Interlocal Agreement be amended to establish *Grays Harbor Council of Governments* as the name of this regional planning agency.

APPROVED and ADOPTED this 24th day of FEBRUARY, 2000.

Attest:



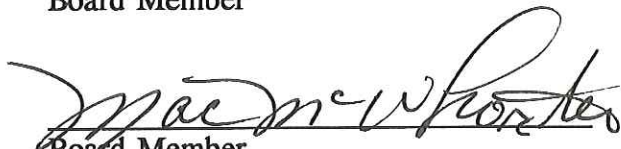
Chair



Board Member



Board Member



OGDEN UT 84201-0046

In reply refer to: 0423246387
Feb. 02, 2012 LTR 252C 0
91-1938055 000000 00
Input Op: 0423246387 00006766
BODC: TE

GRAYS HARBOR COUNCIL OF GOVERNMENTS
% COUNTY AUDITOR
100 W BROADWAY AVE STE 2
MONTESANO WA 98563-3614



024043

Taxpayer Identification Number: (b) (6)

Dear Taxpayer:

Thank you for the inquiry dated Dec. 19, 2011.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

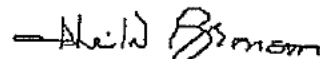
If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

Sincerely yours,



Sheila Bronson
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):
Copy of this letter

SOCIAL SECURITY
Office of the Regional Commissioner
701 Fifth Avenue, Suite 2900, M/S 303A
Seattle, Washington 98104

June 19, 2012

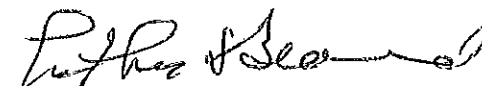
Kimberly Smith
State Social Security Administrator
Department of Retirement Systems
PO Box 48380, MS: 48380
Olympia, WA 98504-8380

Dear Ms. Smith:

This confirms your letter of June 13, 2012, informing us of the name change of the Grays Harbor Regional Planning Commission to the Grays Harbor Council of Governments. The evidence you included confirms the legal name change of this entity. We have updated the Section 218 modification records for this entity.

If you have any questions, please contact me by phone at (206) 615-2125 or by email at Tim.Beard@ssa.gov.

Sincerely,


Timothy J. Beard
Employer Services Liaison Officer

cc: IRS, Ogden
DM, Olympia

ATTACHMENT C

Letters of Commitment from Coalition Members

A Letter of Commitment is enclosed for each Coalition member:

- City of Westport
- City of Elma
- City of Cosmopolis
- City of Hoquiam
- City of Aberdeen



City of Westport

604 N Montesano St.

P O Box 505

Westport, WA 98595

Phone: 360-268-0131 Fax: 360-268-0921

November 21, 2019

Vicki Cummings
Executive Director
Grays Harbor Council of Governments
115 South Wooding Street
Aberdeen, WA 98520

RE: Letter of Commitment for the Grays Harbor Council of Governments EPA Brownfield Assessment Coalition Grant Application

Dear Vicki:

The City of Westport appreciates the opportunity to join the Coalition led by the Grays Harbor Council of Governments and offers our full support for this EPA Brownfield Assessment Grant application. We have seen the benefits the 2017 EPA Grant provided to our neighboring communities of Cosmopolis, Aberdeen and Hoquiam and are excited to use grant funds to start a similar brownfield reuse program in our community.

We understand grant funding will be used to inventory, prioritize, assess and plan for cleanup and reuse of vacant and underutilized sites, such as former industrial and commercial sites in our downtown core (Westhaven Drive) and the one acre Pacific Avenue property located along the South Bay. These sites have promising potential to serve as economic development catalysts for our micro-community but are repeatedly passed over by investors and developers due to unknown environmental issues. Grant funding will allow the City to perform assessments that will quantify environmental risks and position these sites as shovel-ready and deal-ready.

The City estimates our in-kind contributions to support this project at 25 hours of staff time per year, at an estimate of \$55 per hour. Over the three year grant period, our estimated contribution equals \$4,125 (25 hours per year x \$55 per hour x 3 years).

The City encourages EPA to fund this important project and believe it will serve as an anchor for enhancing economic development opportunities by attracting new investment and establishing new partnerships in Westport. If you need further information, please feel free to contact me at 360-268-0131 or email at mayorbearden@ci.westport.wa.us.

Sincerely,


Rob Bearden, Mayor

www.ci.westport.wa.us

mayorbearden@ci.westport.wa.us

clerk_treasurer@ci.westport.wa.us

The City of Westport is an equal opportunity provider and employer.



November 21, 2019

Vicki Cummings, Executive Director
Grays Harbor Council of Governments
115 South Wooding Street
Aberdeen, WA 98520

RE: Letter of Commitment for EPA Brownfield Assessment Grant Application

Dear Vicki:

This letter confirms the City of Elma's membership in the Grays Harbor Council of Governments Coalition. We appreciate the opportunity to join your Coalition and support efforts to secure \$600,000 of EPA Brownfield Assessment Grant funds.

We understand grant funding will be used to inventory, prioritize, assess and plan for cleanup and reuse of vacant and underutilized commercial and industrial sites throughout Elma, Westport, Cosmopolis, Aberdeen and Hoquiam. We believe this project will serve as an anchor for enhancing economic development opportunities by attracting new investment to our community, establishing new partnerships, and restoring the environment.

Our staff look forward to collaborating with the COG and partnering cities to plan community outreach efforts, provide input in the site selection process, and help guide assessment and reuse planning activities. We anticipate our in-kind contributions will include 30 hours of staff time per year. Over the 3-year grant period, our estimated contribution equals \$4,950 (30 hours x \$55/hour for personnel and fringe benefit costs x 3 years).

If you need further information, please contact me using the information provided below.

Sincerely,

Jim Sorensen, Mayor
Phone: 360-482-2212
Email: mayor@cityofelma.com

- Incorporation March 22, 1888 -

City Hall
P.O. Box 3005
Elma, WA 98541-0487
(360) 482-2212 Voice
(360) 482-4960 Fax

Building Department
P.O. Box 3005
Elma, WA 98541-0487
(360) 482-4482 Voice
(360) 482-4960 Fax

Fire Department
P.O. Box 3005
Elma, WA 98541-0487
(360) 482-2812 Voice
(360) 482-2813 Fax

Police Department
P.O. Box 3011
Elma, WA 98541-0487
(360) 482-3131 Voice
(360) 482-3717 Fax

Municipal Court
P.O. Box 2013
Elma, WA 98541-0487
(360) 482-2603 Voice
(360) 482-0103 Fax



PHONE (360) 532 9230
FAX (360) 533 1967
WWW.COSMOPOLISWA.GOV
EMAIL: DRAINES@COSMOPOLISWA.GOV

November 21, 2019

Vicki Cummings
Executive Director
Grays Harbor Council of Governments
115 South Wooding Street
Aberdeen, WA 98520

RE: Letter of Commitment for the Grays Harbor Council of Governments EPA Brownfield Assessment Coalition Grant Application

Dear Vicki:

This letter confirms the City of Cosmopolis's continued membership in the Grays Harbor Council of Governments (COG) Coalition. The City appreciates this opportunity to continue our collaboration with the Coalition and secure additional EPA Brownfield Assessment Grant funding.

Under the FY2017 EPA Brownfields Grant awarded the Coalition, the City of Cosmopolis completed a comprehensive brownfield inventory and Area-Wide Planning (AWP) study for the downtown waterfront area. Brownfield reuse and revitalization planning for this area has been a long-time goal for Cosi and something our small community would not have been able to complete without the EPA Grant and support from the COG. As evidenced by the successful stakeholder roundtables and community workshops hosted in support of AWP activities, our community is eager to carry forward the momentum initiated by the FY2017 EPA Grant.

As detailed in the brownfield AWP study, there are five catalyst sites in need of assessment activities prior to redevelopment. Additional EPA Grant funding will allow us to carry forward the momentum of the AWP study and complete much needed assessment activities so property transactions and redevelopment activities can move forward. Redevelopment of these sites will serve as a critical economic development catalyst for our small community.

Based on our contributions to the FY2017 Grant project, we conservatively estimate our in-kind contributions at 2.5 hours of staff time per month, totaling approximately \$5,400 over the three-year grant term (\$60/hour x 2.5 hours/month x 36 months).

The City appreciates the opportunity to continue the work initiated under the FY2017 EPA Grant and hope the Coalition is successful in securing additional funds to carry forward the momentum of our brownfield reuse program. If you need further information, please contact me at draines@cosmopoliswa.gov or 360-532-9230.

Sincerely,



Darrin Raines
City Administrator



City Hall Departments

- Mayor
Phone (360)538-3971
Fax (360)532-4031
- City Administrator
Phone (360)538-3983
Fax (360)532-4031
- City Attorney
Phone (360)538-3981
Fax (360)532-4031
- Finance Department
Phone (360)532-5700
Fax (360)532-2306
- Municipal Court
Phone (360)538-3965
Fax (360)533-3602
- Community Services, Parks
and Cemetery
Phone (360)538-3970
Fax (360)532-2306
- Public Works
—Building (360)538-3980
—Code Enforc. (360)538-3973
Fax (360)538-0938
- Utility Billing
Phone (360)538-3963
(360)538-3976
Fax (360)532-2306
- Water/Street Shop
Phone (360)538-3966
Fax (360)532-2306

Library (360)532-1710
420 7th St.
Hoquiam, WA 98550

Police Dept. (360)532-0892
215 10th St.
Hoquiam, WA 98550
Fax (360)532-0899

Fire Dept. (360)538-3962
625 8th St.
Hoquiam, WA 98550
Fax (360)532-3340

CITY OF HOQUIAM

609 8th St.

Hoquiam, WA 98550

www.cityofhoquiam.com

November 21, 2019

Vicki Cummings
Executive Director
Grays Harbor Council of Governments
115 South Wooding Street
Aberdeen, WA 98520

**RE: Letter of Commitment for Grays Harbor Council of Governments
EPA Brownfields Assessment Coalition Grant Application**

Dear Vicki:

I am pleased to confirm the City of Hoquiam's continued membership in the Grays Harbor Council of Governments (GHCOG) Coalition and support of this EPA Brownfields Assessment Grant Application to secure \$600,000 of additional funding. The City has greatly benefitted from our partnership in the GHCOG's FY2017 EPA Brownfields Assessment Coalition Grant and maintains a strong commitment to revitalizing vacant and underutilized properties throughout our community.

Additional EPA Grant funding will allow Hoquiam to carry forward the momentum of the North Shore Levee project and upcoming West Levee project by performing environmental assessments on properties the City needs to acquire to build critical levee-related infrastructure. Under the FY2017 Grant, 10 sites in the City of Hoquiam were nominated for grant funding and five of these sites were assessed. Of the five sites assessed, two were related to the North Shore Levee project. The Phase I and II Environmental Site Assessments completed for these sites fulfilled due diligence requirements, allowing the City to quantify environmental risks and responsibly proceed with property acquisition. The other three sites assessed under the FY2017 Grant were in support of public and private development projects, including the site of a proposed low-income housing development, a large mixed-use development, and a small commercial development impacted by a former leaking underground storage tank. Assessment of these sites was critical to moving forward with proposed redevelopment plans and two of the three sites are currently undergoing cleanup planning activities.

Additional grant funding will allow the City to perform Phase I and II Environmental Site Assessments in support of the West Levee project and other critical economic development projects on publicly- and privately-owned sites. As evidenced by the 10 site nominations received in Hoquiam alone under the FY2017 Grant, there is significant demand for EPA Grant funding in our community and additional funding will allow us to continue our brownfield reuse program.

Our staff is committed to regular participation in the GHCOG Coalition's project meetings as well as Brownfield Advisory Committee meetings to discuss site inventorying and prioritization, plans for future site re-use/redevelopment and raise additional community support. Based on our contributions to the FY2017 Grant project, we conservatively estimate our in-kind contributions at 40 hours of staff time per year, totaling approximately \$7,800 over the three-year grant term (\$65/hour x 40 hours/year x 3 years).

If you require further information, please contact me at (360) 538-3983 or bshay@cityofhoquiam.com. The City of Hoquiam looks forward to continuing our partnership with the GHCOG Coalition.

Respectfully,

A handwritten signature in blue ink, appearing to read "Brian Shay".

Brian Shay
City Administrator



November 22, 2019

Vicki Cummings
Executive Director
Grays Harbor Council of Governments
115 South Wooding Street
Aberdeen, WA 98520

RE: Letter of Commitment for EPA Brownfield Assessment Coalition Grant Application

Dear Vicki:

I am pleased to confirm the City of Aberdeen's partnership with the Grays Harbor Council of Governments Coalition. The City is excited for this opportunity to continue our collaboration with the Coalition and fully supports efforts to secure an additional \$600,000 of funding through the EPA Brownfield Assessment Grant Program.

As you are aware, the FY2017 EPA Brownfields Grant allowed the City to complete Environmental Site Assessments (ESAs) for eight properties. This included seven Phase I ESAs, four Phase II ESAs, one Supplemental Phase II ESA, and one Regulated Building Materials Survey. Of the eight properties assessed, seven were in support of the Fry Creek Restoration and North Shore Levee projects and one was in support of the Hotel Morck revitalization project – a critical economic development project in downtown Aberdeen that is anticipated to create 50 new jobs. Assessment of these properties has facilitated two property transactions to date and additional transactions are pending.

The City is requesting additional EPA Grant funding for assessment of remaining sites the City needs to acquire in support of the Fry Creek and North Shore Levee flood reduction projects. The City also anticipates using grant funds for assessment of catalyst sites in the downtown core, including sites surrounding the Hotel Morck revitalization project that is creating a community crossroads and capping the new Main Street designation.

Based on our contributions to the FY2017 Grant project, we conservatively estimate our in-kind contributions at three hours of personnel time per month, totaling approximately \$8,100 over the three-year grant term (\$75/hour x 3 hours/month x 36 months).

The City encourages EPA to fund this important initiative to continue brownfields reuse and environmental restoration projects in Aberdeen and the greater Grays Harbor region. If you need further information, please contact me at 360-537-3218 or kkoski@aberdeenwa.gov.

Sincerely,

Kris Koski, City Engineer

ATTACHMENT D

**ASAP Payment Transaction Confirmation
(dated October 29, 2019)**

Payment Transaction Confirmation

Payment Request Sequence Number : 10-29-2019 19762838

Payment Request Type :	Individual
Payment Method :	ACH
Bank Relationship :	(b) (6)
Requested Settlement Date :	10/30/2019
Requested Date and Time :	10/29/2019:12:53
Total Items :	1

Recipient : GRAYS HARBOR COUNCIL OF GOVERN (b) (6)								
Federal Agency : ENVIRONMENTAL PROTECTION AGENC (b) (6)								
Cash On Hand : Total : (b) (6)								
Seq # / Item #	Account ID	Account Status	Request Reference Number	Available Balance	Remittance Code	Remittance Amount	Amount Requested	Payment Request Status
00001/1	(b) (6)	Open	GHCOCG EPA 10-30	(b) (6)				Queued to be sent to ACH
		Open					\$12,358.61	
		Open					\$37,251.19	

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

12/03/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** Grays Harbor Council of Governments

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. Organizational DUNS:**

1691739110000

d. Address:

*** Street1:** 115 S Wooding Street

Street2:

*** City:** Aberdeen

County/Parish:

*** State:**

WA: Washington

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:** 98520-4538

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Vicki

Middle Name:

*** Last Name:**

Cummings

Suffix:

Title: Executive Director

Organizational Affiliation:

*** Telephone Number:** (360) 537-4386

Fax Number:

*** Email:** vcummings@ghcog.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-19-05

* Title:

FY20 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Grays Harbor Council of Governments - Brownfield Assessment Coalition Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="600,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="600,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed: